

HUMAN RESOURCES GENERALIST

Position Code: 2341

WC Code: 8810

FLSA Status: Exempt

Pay Grade: 356

Location: Human Resources

Approval Date: 2023

General Statement of Duties

Performs responsible administrative and professional work in all areas of the human resources department including but not limited to recruitment, and selection, new hire experience, professional development, employee relations, volunteer coordination, classification and compensation and employee program support.

Distinguishing Features of the Class

An employee in this class assists with administering a wide range of human resources functions. Work requires the incumbent to exercise judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is necessary. As experience accrues, the incumbent performs with increasing independence. Most contacts are with Town employees, applicants, vendors, and the public in the gathering and transmittal of factual information. Work is performed under regular supervision of the Deputy Human Resources Director and is reviewed for adherence to laws and procedures, customer service, accuracy and for overall results. Work is to be performed under strict confidentiality.

Duties and Responsibilities

Plans, develops, implements, and administers development and training programs for Town employees.

Conducts needs assessments to determine measures required to enhance employee job performance.

Maintains the Town's classification and compensation plan by evaluating positions for proper classification, participating in salary surveys and analyzing requests for classification or compensation adjustments.

Serves as a member of the Diversity Advisory Committee and assists the Committee and Director of Human Resources drive diversity, equity and inclusion initiatives.

Coordinates Town Career Pathing program.

Partners with departments and managers to develop succession plans for identified key roles.

Suggests new procedures and policies for improving employee experience as well as the efficiency of the HR department.

Conducts new hire check-ins, retention interviews, and exit interviews for those leaving employment.

Coordinates all aspects of volunteer program, including recruitment, selection, placement, and recognition.

Coordinates the internal volunteer time off program.

Works with managers and employees to resolve basic workplace conflict and provides routine coaching and guidance to managers on employee relations matters.

Participates in the planning and facilitation of new employee orientation.

Answers questions and solves problems in response to employee inquiries of related programs.

Performs other related duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of hiring practices and policies.

General knowledge of federal and local EEO laws and general personnel policies and practices.

General knowledge of an effective recruitment program.

General knowledge of basic principles of effective employee relations.

General knowledge of classification and compensation practices

Skilled in effective oral communication.

Ability to produce organized and effective written documentation.

Ability to communicate effectively with employees and outside contacts from diverse backgrounds.

Ability to work under pressure by handling multiple tasks and deadlines simultaneously.

Ability to establish and maintain effective working relationships with employees, vendors, and other resources.

Ability to work independently with minimal supervision.

Ability to organize work and assist in the communication of various human resources programs and policies.

Ability to maintain the confidentiality of employee information.

Ability to use judgment to apply selected policies and procedures in the processing of human resources transactions.

Ability to gather and analyze information effectively to provide sound guidance to employees at all levels of the organization.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, sit, talk and hear. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator. This position involves sedentary work requiring the employee to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objectives.

Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, proofread materials and do extensive reading.

Minimum Education and Experience

A Bachelor's degree in human resources and one to three years of human resources experience, preferably in the public sector; or an equivalent combination of education and experience.