

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Human Resources Generalist

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform specialized and some administrative work in support of general Human Resources Department functions. The position is responsible for maintaining accurate and up-to-date employee records, supports employee processing, assists in the development of policies, procedures and coordinates special programs or functions as assigned, providing professional and courteous customer service at all times. The position works under general supervision according to District procedures; has some latitude in deciding how and when to complete tasks. The position also performs other duties as assigned.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Handles confidential material and acts in a confidential capacity to assist or aid managerial employees. As such, the employee is designated a 'confidential employee'.

Assists department in developing, maintaining and supporting various human resource programs and other procedural implementations for all district employees.

Inspects for accuracy provides support for and processes Personnel Information Forms (PIFs) for all working condition changes related to employee status, compensation and/or other related matters as they arise within the department.

Participates in recruitment efforts for exempt and nonexempt personnel (may include managerial levels); facilitates and guides the placement and use of temporary employees in accordance with School Board policy.

Supports, provides training for, and may facilitate interviewing processes. May make recommendations to the Executive Director based on rankings and other committee interview committee findings.

Facilitates and/or conducts new-employee hiring decisions, orientations, administers pre-employment tests and conducts reference checks.

Participates in recruitment and hiring of District Personnel including confirmations of employee placement as it pertains to matters of qualification and compensation.

Assists in the exit interview process. May create surveys, collect data and produce reports and/or other graphic representations of exit survey findings.

May conduct driver's license checks and other background security checks on applicants, employees,

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vendors and volunteers as required.

Verifies employment as required to qualify individuals for employment within the district.

Prepares reports for presentation to the Executive Director, Human Resources for human resource metrics/analytics as directed.

Maintains records, reports and logs pertaining to applicant flow procedures. Informs the HR Director of any anomalies observed.

May serve as the District's Compliance Officer. Provides updates to the Executive Director, Human Resources on a consistent basis as it regards case progress and as it regards the Human Resource Generalist's ongoing monitoring of events related to the case.

Assists in organizational training and development efforts.

Participates in administrative staff meetings and attends other meetings and seminars as directed.

Monitors a wide variety of personnel policies and programs regarding employees (e.g. advertising positions, processing applications, placement, transfers, separation, verifying employment, orientation, contracts, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements. Informs supervisor of noncompliance.

Monitors, supports and facilitates compliance with personnel record keeping procedures (e.g. personnel file maintenance, application processing, reference checks, transcripts, testing and assessment, monitoring highly qualified status, etc.) for the purpose of ensuring compliance with established guidelines.

Receives and responds to inquiries, requests for assistance and processes concerns from employees, applicants, vendors, volunteers and others inquiring within the department as it concerns employee matters/working conditions, contractual matters, administrative procedures, and School Board policy. Provides timely feedback.

Participates in meetings that involve a range of issues (e.g. personnel management, personnel actions, regulatory requirements, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of developing recommendations, remedies and/or support for other staff.

May prepare/verify a variety of reports and related documents (e.g. verification requests of employment, folders, paperwork, announcements of vacancies, personnel transactions) for inclusion in the monthly Board packets for the purpose of providing documentation and information to others.

Exercises initiative and judgment within an assigned scope of authority and assumes responsibility with some supervision.

Understands, supports and may process new employees and employee records and/or prepares employee

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documents including paperwork, electronic workflows and other ancillary documentation, including researching criminal and driving history etc., and may provide follow-up.

Ensuring effective and efficient daily operations; coordinates and monitors workflow, and makes adjustments to ensure maximum productivity.

Supervises and participates in the preparation and maintenance of District employee records, including but not limited to entering employee data into computer record-keeping system(s), verifying data accuracy and completeness, providing employee information as requested and as appropriate; preparing spreadsheets and other reports.

Understands the process for and may create position control indexes and assists in the maintenance of position control as it supports matters of staffing allocation and budget.

Understands the departmental budgetary process. May assist with planning process and attend budget meetings as directed by the Executive Director, Human Resources.

May assist with the development and maintenance of internal funds. Utilizes internal reports and data mining tools for funding verification purposes.

May process, support and review the compilation of information as necessary for monthly board recommendations preparation for a variety of HR related matters including but not limited to hiring, termination, suspension, resignation, leave, transfer, changes to working conditions, contract preparation and other submissions for the Executive Director's review and approval and participates in other HR related board recommendations preparations as appropriate.

Trains and provides assistance to human resource department system users; troubleshoots and initiates the necessary actions to resolve employee issues arising from use or other matters that may hamper applicant/employee workflow processing.

Supports, facilitates, implements human resources policies, programs, and procedures with a focus on human capital quality and proficiency.

Makes administrative and procedural decisions and judgments on sensitive, confidential issues.

Develops briefs, attends meetings and provides support documentation for and may attend court hearings/arbitration involving district matters and disputes concerning working conditions including but not limited to worker's compensation, insurance and benefits, liability, union interests and other appearances and participation as requested by the Executive Director, Human Resources.

Attends training, seminars and meetings as required to enhance job knowledge and skills; stays abreast of legislation and trends in human resource and benefits administration.

Demonstrated ability to set high standards and reach targets for multiple HR outcomes.

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Demonstrated customer service skills to include leadership and decision-making based on data analysis and observance of district policy and procedures.

Manages multiple projects simultaneously with strong results/goal orientation.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirement:

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Communications Requirements:

“Communications” involves the ability to read, write, and speak.

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Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor impact - affects only those in immediate work area.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a Bachelors Degree in a related field.

A comparable amount of training, education or experience may be substituted for the minimum qualifications.

Masters or Doctoral Preferred

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Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Certification in Human Resource Management is required or must be willing to secure SPHR certification

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires one year of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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Term of Employment:

Annual Contract

Reports To:

Executive Director Human Resources

Supervises:

N/A

PAY GRADE: From: D131.A1 To: D131.O3

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 11/17/15

Job Title Change Approved 7/25/17