



Human Resources Generalist

Confidential Range: 15

Board Approved: 06/20/19

P. 1 | 4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Human Resources Generalist provides a variety of professional level work for human resources services and programs in an assigned area including recruitment and selection, employee and labor relations and negotiations, equal employment opportunity, HRIS, benefits, works compensation, and classification and compensation; and performs a variety of human resource functions supporting the assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates and monitors the recruitment and selection program including inputting, tracking, and screening applications for minimum qualifications, and scheduling of interviews; schedules and monitors screening and interview committees; instructs committees and interview panels on policies and procedures to ensure EEO compliance.
2. Extends offers of employment; conducts reference checks; determines appropriate salary placement and notifies candidates of status.
3. Conducts new employee orientation sessions; assists employees in completing new hire paperwork, benefit enrollment forms and other pre-employment requirements.
4. Performs job audits and reclassification request analyses of individual positions, classes, and series of classes; prepares and revises class specifications.
5. Conducts and participates in compensation studies and surveys; analyzes data and makes recommendations; responds to formal or informal survey requests regarding salaries, benefits and classifications.
6. Evaluates applications and transcripts to verify that academic employees meet state minimum qualifications and faculty service areas; reviews and approves requests for salary reclassification for academic and faculty positions.
7. Assists with the preparation of benefit information and related materials; serves as staff liaison to employee advisory committees regarding benefit programs; assists with open enrollment procedures.
8. Submits employee retirement enrollment changes to carriers in a timely manner; assists employees with all concerns related to their health and welfare plans.
9. Coordinates the District's third party administrator's workers compensation benefit and return to work programs; processes workers compensation claims; administers policies and procedures for all reportable workers compensation injury claims.
10. Coordinates processing of short-term/long-term disability claims, return to work and modified work programs; processes reasonable accommodations requests.
11. Facilitates interactive processes to determine if accommodation is needed based on ADA and FEHA; coordinates accommodations in conjunction with vendors, employees and management staff to ensure



Human Resources Generalist

Confidential Range: 15

Board Approved: 06/20/19

P. 2|4

compliance.

12. Updates and maintains information on the District's computerized payroll system; generates reports and responds to requests for information as requested.
13. Evaluates human resource policies and procedures; recommends and implements changes to improve efficiency or ensure compliance with guidelines, laws, or regulations.
14. Interprets, explains, and presents human resources issues, policies, and procedures to employees, management, outside agencies, and the public.
15. Creates and maintains human resources office records and files, including confidential personnel files and records; purges files in accordance with the District regulations.
16. Provides support for collective bargaining activities and participates in strategy sessions as needed.
17. Monitors and audits accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
18. Gathers information, conducts analyses and prepares various reports, charts, memos, and correspondence as requested.
19. Attends and participates in group meetings; stays abreast of new trends and innovations in the field of human resources administration.
20. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of public human resources administration.
- Methods and techniques for recruiting and testing in the public sector.
- Methods, terminology and procedures used in benefits administration.
- Worker's compensation law and procedural requirements as they relate to claims processing and management.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of statistical and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing.
- Principles and practices of customer service.
- English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.



Human Resources Generalist

Confidential Range: 15

Board Approved: 06/20/19

P. 3|4

Ability to:

- Perform a variety of para-professional human resources functions with minimal guidance and supervision.
- Coordinate the District's workers compensation benefit program.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply a variety of human resource rules, laws and policies.
- Implement and maintain standard filing systems.
- Implement and maintain procedural manuals for effective operation of human resources functions.
- Compile detailed information and prepare clear and concise reports.
- Operate a computer using word processing, applicant tracking and spreadsheet software applications.
- Take responsibility and exercise good judgment in recognizing scope of authority.
- Maintain confidential records and reports.
- Prepare clear and concise memoranda.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews and negotiations.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contact in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in public administration, human resources, business administration or a related field. Completion of at least sixty (60) college-level semester units and four years of human resources administration experience can be used in the absence of a bachelor's degree.

Experience:

- Two (2) years of broad human resources administration experience.

Preferred Experience:

- Experience in a public agency preferably in the California Community College system.



Human Resources Generalist

Confidential Range: 15

Board Approved: 06/20/19

P. 4|4

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.