



NEW:
07/01/2015

JOB TITLE:	HUMAN RESOURCES GENERALIST
DIVISION	BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8613
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance in the Human Resources department, including recruitment, staffing, compensation, employee benefits, and employee relations ensuring compliance with federal, state statutes, and District policies and procedures. Assists with District employees, and state and local agencies for processing and dissemination of human resources information; plans and conducts employment information presentations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Screens applicant pool for minimal qualifications
- Prepares for and conducts contract signings
- Maintains job list of approved positions and recommends adjustments to address staffing needs
- Maintains personnel files in compliance with applicable legal requirements
- Collaborates with various departments (ex., Finance, Payroll, school locations) to process staffing requests
- Reviews recruitment and staffing documentation for accuracy
- Assists the department with recruitment goals and initiatives
- Provides assistance to Human Resources personnel in matters relating to the general business of the office
- Provides information to other departments and the public, applying significant knowledge of District policies and procedures
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Human Resources or related discipline
- Three (3) years successful experience in a school or office setting
- Ability to work effectively and collaboratively with others
- Effective written and verbal communication skills
- Ability to organize and multi-task a variety of duties
- Must maintain a high degree of confidentiality

DESIRABLE QUALIFICATIONS

- Experience in Human Resources
- PHR/SPHR certification
- Proficient in Word, Excel, and Outlook

Functions well in a fast-paced work environment

High work capacity, results orientation and strong sense of urgency