



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