

JOB DESCRIPTION

JOB TITLE: Human Resources Generalist
DEPARTMENT: Human Resources
REPORTS TO: Human Resources Director
EEO category 2 - Professional

SUMMARY:

As part of the South Sound 911 Human Resources Department and under direction of the Human Resources Director, the Human Resources Generalist manages and coordinates agency leave and safety programs. The position is a highly responsible professional performing a variety of analytical, technical and administrative Human Resources functions. The Human Resources Generalist is frequently required to perform work in confidence and under pressure for deadlines and is involved in highly sensitive and emotional interpersonal relations requiring skill in gaining trust and confidence from others.

Work involves latitude for independent judgment, decision making and discretion in the performance of assigned duties. This position requires the ability to research, analyze data, recommend and implement various Human Resources leave programs, as well as develop, evaluate and revise policies and procedures and address agency priorities.

The Human Resources Generalist manages the agency Safety Committee.

ESSENTIAL FUNCTIONS:

Manages, coordinates, and administers the agency's leave programs in accordance with applicable federal and state employment laws. Develops and recommends policy language for agency leave program. Approves and/or denies leave requests.

Maintains regular contact with employees, managers, supervisors, health care providers, while engaging in the interactive process.

Manages, produces, distributes and reports all approved leaves of absence and workers' compensation claims.

Manages the workers' compensation program and ensures compliance with applicable OSHA and workers' compensation laws.

Manages the agency Safety Program and coordinates safety meetings. Oversees the roll out of new safety initiatives. Provides safety training and orientation to employees. Maintains various safety related reports.

Responds to and provides detailed customer service to employees, managers and the public by inquiries in person, by phone, in writing, and/or by electronic means regarding employee relations policies, procedures and processes. Handles various confidential personnel related matters.

Analyzes, understands and uses discretion in applying a variety of laws, rules, regulations, and policies to resolve problems consistent with established standards. Uses technical software proficiently to maintain employee information.

Researches, analyzes, prepares and presents leave usage and leave related statistics.

Processes and coordinates various Human Resources administrative functions.

Maintains bulletin boards and other legal notice requirements.

REQUIRED ABILITY, KNOWLEDGE AND EXPECTATIONS:

Fluent use of the English language.

Understand and follow written and verbal instructions.

Understand and interpret complex policies and procedures.

Read, interpret, explain, apply and follow applicable laws, codes, regulations, policies and procedures.

Perform limited clerical duties such as filing, duplication and typing.

Record-keeping, document retention, report preparation and basic research methods and techniques.

Provide training and orientation to employees.

Work appropriately with confidential material and information.

Work with speed and accuracy.

Follow safety rules and regulations.

Proficient with standard suite of Microsoft Office software and database applications, fax machine, and phone system.

Exercise a high degree of independent judgment in problem solving and decision-making related to professional human resource duties.

Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.

Maintain cooperative and effective working relationships with others.

Analyze situations quickly and adopt an effective course of action.

Organize work with many interruptions and multiple tasks to meet schedules and timelines.

Be reliable, dependable and report for work on a consistent basis.

QUALIFICATIONS:

A bachelor's degree in Public or Business Administration, Human Resources, or a related field and two (2) years of Human Resources experience at a professional level with, employment leave programs, safety programs, training, policy and procedures; or any combination of relevant education and experience with would demonstrate knowledge skill and ability to perform the essential duties listed above.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Human Resources certification is desirable.

PHYSICAL REQUIREMENTS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT:

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS:

Personal computer, copy machines, telephone, fax machine, e-mail, calculators, and printers.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION:

Activity	Percentage of time	Activity	Pounds
Standing	10% of time	Pulling	25 lbs.
Walking	10% of time	Pushing	25lbs.
Sitting	80% of time	Lifting	25lbs.
		Carrying	25 lbs.

The following abilities are required to perform the essential job functions:

Hearing	YES
Seeing	YES
Depth Perception	NO
Color Vision	NO

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling.

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

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REVIEWED BY: Cynthia Shaffer, PHR, HR Director

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