



RICHLAND COUNTY RECREATION COMMISSION

EXECUTIVE DIVISION

POSITION SPECIFICATION

Human Resource Generalist

General Nature of Work:

Under the general supervision of the Human Resource Director, the Human Resource Generalist is responsible for assessing, evaluating, developing, and implementing policies, benefits, and recruitment strategies for the entire agency in order to achieve RCRC agency goals and objectives.

Primary Job Responsibilities:

Leads special projects and assignments with a high degree of skill and expertise including identifying needed improvements in Human Resource processes; performs detailed studies and analyses; designs innovative approaches to meet Agency human resources needs, and assists with training and coordinating the work of others.

Exercises independent judgment in assisting managers and employees with interpreting human resources regulations, policies and guidelines including EEO, FLSA, FMLA, ADA, USSERA; stays current on developments in the human resources field; assists with policy revisions, development and implementation. Consults with employees and management on employee relations matters; investigates complaints and issues; serves in a lead role providing sound coaching and counseling to other staff.

Functions as a strategic partner to assigned departments by providing guidance and assistance in the areas of recruitment, employee relations, performance management, classification and compensation; benefits and wellness; reviews disciplinary actions and provides recommendations to ensure consistent application of policies and procedures.

Coordinates recruitment and employment activities by developing advertisement strategies, conducting job analysis, interview training, developing job descriptions, screening and evaluating applicant qualifications, developing and reviewing interview questions; participates

on interview panels and attends career fairs, develops and maintains relationships with employment agencies, universities and other recruitment sources.

Responsible for conducting professional level compensation and classification reviews; performs job analyses; establishes job requirements and standards; develops job descriptions and determines the appropriate classification and placement of jobs.

Reviews and processes a variety of personnel actions; reviews actions for conformance to law, policies, and standard procedures; identifies discrepancies and works with requesting departments to resolve problems or determine appropriate procedures; provides information and interpretation of policies to applicants, employees and managers.

Responsible for the processing of employee benefits for new hires, qualifying events, and open enrollment; works as a partner with payroll to ensure payments for benefits is correct and timely; conducts training on benefit plans; assist employees in retirement planning; reconciles benefit enrollment and billing; verifies accuracy of benefit charges; works closely as a strategic partner with all benefit vendors in benefit plan implementation; participates in benefit program strategic planning and program development.

Manages programs to support the health and wellness of the organization; leads, plans and implements employee wellness programs including health education, wellness and fitness classes, health screenings, challenges, and other types of wellness programs; monitors and evaluates outcomes of programs; markets all health and wellness programs; establishes and facilitates employee wellness teams; councils employees in their personal wellness program participation; creates and implements incentive programs; acts as a partner with vendors and providers in creating and implementing programs; uses state of the art technology to implement wellness programs.

Performs other duties by participating on special project teams, having the ability to serve as team facilitator, meeting with department directors to discuss organizational strategies, developing and conducting presentations and training, generating and processing employment requisitions, and conducting employee exit interviews.

Performs duties outlined in the Human Resources Generalist class specification and other duties as assigned.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions:

Essential Functions may vary based on unit assigned.

Depending on assignment, may serve as a lead worker by assigning and monitoring the work of other lower level staff

Performs research, collects data, and performs basic analysis and interpretation of data related to assigned human resource function or program

Prepares and updates recurring and ad hoc reports

Responds to the more complex requests not resolved at a lower level

Designs and formats documents; composes basic original documents, correspondence and presentations, as assigned

Reviews and provides recommendations for resolution of a variety of personnel issues and/or resolves discrepancies within area of assignment according to established processes and procedures

Organizes and/or maintains records and logs according to established procedures
Adheres to, reviews and ensures compliance with applicable policies, processes and procedures; advises managers and employees on applicable policies

Responds to employee inquiries providing general information and guidance related to pertinent policies and procedures

Coordinates and administers activities and processes of assigned program or function
Enters, updates/edits, and maintains data management human resource systems and program documentation

Participates in the development of program/functional materials and/or training tools
Coordinates and creates payroll documents; researches and responds to issues and questions regarding payroll, human resource information system (HCM), time and labor or employee pay issues;

Runs queries to prepare compensation reports and reconciliation; reviews, approves and processes personnel action requests to ensure compliance; reviews and audits employee documentation and reports for data accuracy
Performs other duties as assigned

Minimum Education & Experience:

Bachelor's Degree and a minimum 5 years' experience in the Human Resources field. Holds and maintains a current designation as a Senior Professional in Human Resources (SPHR) or SHRM-SCP, CEBS, or certification in personal training and/or exercise science and/or corporate

wellness specialist from any accredited organization such as the American College of Sports Medicine or the American Council on Exercise or the Corporate Wellness Association or other designation approved by the Director of Human Resources or ability to obtain listed certifications within the first year of employment.

Knowledge, Skills & Abilities:

Knowledge of the benefits offered by the Agency. Has knowledge of Federal, State, local laws, and rules.

Knowledge of general office practices, methods, and procedures used by the Agency.

Knowledge of the City's organization and operational policies and procedures. Has knowledge of basic accounting principles and procedures. Knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or Federal, State, and local laws, rules, and regulations.

Skilled in the use of common office equipment, including computer-driven word processing, spreadsheet, and file maintenance programs.

Ability to prepare and maintain accurate records.

Ability to make routine decisions independently in accordance with laws, regulations and agency policies and procedures.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.

Ability to maintain a high level of productivity when faced with frequent interruptions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to exercise tact and discretion in handling confidential personnel information.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things

Ability to speak and/or signal people to convey or exchange information; includes receiving instructions, assignments or directions from supervisor.

Ability to read a variety of correspondence, reports, insurance claims, personnel records, applications, procedure manuals, forms, etc. Requires the ability to prepare correspondence, reports, personnel records, schedules, insurance forms, logs, etc.

Ability to speak to people with poise, voice control and confidence.

Ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including personnel, legal, and insurance industry terminology.

Ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Ability to inspect items for proper length, width and shape.

Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements:

Must be physically able to operate a variety of automated office machines including computers, calculators, copiers, facsimile machines, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift five to ten pounds of weight.

Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc. Requires the ability to talk and/or hear.

Employee Signature:		Supervisor Signature:	
Date:		Date:	

For Human Resources Use:

Job Code:	405	Pay Band (Grade):	6
Department:	Human Resources		
Exempt	<input checked="" type="checkbox"/>	Nonexempt	<input type="checkbox"/>