

ROUTT COUNTY

POSITION TITLE: Human Resources Generalist II

Created: May 2014; Revised September 2018

FAMILY: Professional/Technical

SCALE: HR Generalist II

DEPARTMENT: Human Resources

FLSA STATUS: Non-Exempt

APPROVED: County Manager

DATE: September 29, 2018

SUMMARY OF POSITION:

Under general supervision, performs a variety of administrative, technical and complex duties in support of human resources programs function with emphasis in the areas of recruitment and selection, employee relations, classification and compensation and training and development. Consults as a subject matter expert with department leaders, supervisors and employees throughout the County. Incumbents are expected to carry out responsibilities with a significant degree of independence, exercising sound judgment, problem-solving, customer service skills and to back up and assist with general office support. Many of the responsibilities are of a confidential nature.

ESSENTIAL FUNCTIONS:

- Perform recruitment and selection functions county-wide including working collaboratively with hiring managers to determine best recruitment strategies to source and recruit top talent for the county. Build applicant sources through job fairs, job advertisements, and social media outlets. Assist with the generation of hiring recommendations.
- Collaborate with department leaders to develop, prepare, and deliver on-boarding/orientation programs and other trainings and/or meetings to introduce and familiarize employees with the County and Human Resources policies, procedures and guidelines.
- Work in partnership with supervisors county-wide to manage the employee relations function and participate in various phases of employee relations efforts, including investigations of complaints or policy violations, preparation of disciplinary actions, grievance processes and return to work interactive processes. Make recommendations and explores alternatives with supervisors related to coaching and disciplinary actions.
- Provide training and coaching to managers and supervisors regarding performance management and how to drive performance and employee improvement.
- Conduct job analysis processes and job audits as directed. Reviews, updates and revises job descriptions/specifications, and develops job descriptions/specifications for new classifications. Conducts and implements classification, reclassification, and organizational studies. Conducts comprehensive salary and benefit surveys, and responds to salary and benefit survey requests from other agencies.
- Assess training and development needs of the County to drive learning initiatives including supervisory and leadership development activities. Assist the Human Resources Director with the implementation of approved programs.
- Lead and support a variety of HR automation projects and process improvement efforts to enhance the efficiency and effectiveness of human resources.

- Conduct exit interviews to identify trends and patterns related to turnover and to discover opportunities for improvement. Communicate overall findings to County leaders.
- Working with the Human Resources Director, ensures compliance with federal, state and local regulations concerning employment including ADA, EEO, FMLA, FLSA, HIPAA and others.
- Responds to a variety of questions from employees and the public regarding County policy, job application procedures, and a wide variety of other personnel related matters including employment and background verification processes.
- Performs data queries within the department's various databases (Munis, excel sheets) and produces reports.
- Performs other job-related duties or other special projects as requested.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of:
 - Principles of human resources management and program administration;
 - Applicable federal, state, and local laws, regulations, and ordinances;
 - Impact of labor market conditions and socio-economic issues on recruitment and employment;
 - Principles and practices of effective supervision;
 - Principles and practices of sound business communication and effective customer service techniques.
- Skilled in:
 - Microsoft Office products and other types of technology and programs, including, applicant tracking, spread sheets, and data bases;
 - Use a computer keyboard and other office equipment accurately at a speed necessary to meet the requirements of the position;
 - Social media recruiting and best in class recruitment strategies;
 - Project management, research, and data analysis techniques.
- Ability to:
 - Effectively administer a variety of human resources programs, functions and administrative activities;
 - Research, analyze and evaluate human resources programs, policies and procedures;
 - Understand, interpret and apply policies and procedures and explain them to others;
 - Handle sensitive employee situations with compassion, tact and confidentiality;
 - Communicate effectively, both orally and in writing, with employees at all levels;
 - Speak before groups and effectively prepare and present training programs;
 - Establish and maintain effective working relationships with all those encountered in the course of work at all levels of the organization;
 - Effectively deliver interpersonal and coaching skills to supervisors and leaders;
 - Work independently and exercise good judgement.

MINIMUM REQUIREMENTS:

A bachelor's degree in human resources, business, or related field; four years of progressively responsible human resources experience or a combination of education, training and experience which provides the knowledge, skills and abilities required for the job. Specialized training in employment law, recruitment and selection, employee relations, and training and development preferred. Public sector experience preferred.

DESIRED QUALIFICATIONS:

Professional in Human Resources (PHR) or other HR Certification and experience in a public agency preferred.

LICENSES AND CERTIFICATIONS:

Valid Colorado Driver's License to drive a County vehicle.

WORKING ENVIRONMENT AND PHYSICAL EFFORT:

Work is performed primarily in an office environment. Some travel may be required for training and meetings. See accompanying Essential Job Function and Physical Demands Checklist.

COMMUNICATIONS:

Communicate regularly with County officials and employees. Communicate diplomatically with the public, vendors, other government officials and employees. Communicate effectively orally and in writing.

ORGANIZATIONAL RELATIONSHIPS:

Reports to Human Resources Director. Incumbents may provide intermittent coverage, supervision or direction for other HR staff, particularly in the absence of the Human Resources Director.