HUMAN RESOURCES GENERALIST

**Pulaski County**

**Department**: Human Resources

**Supervision Exercised**: None

**Supervision Received:** Human Resources Director

Work is performed withminimalinstruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non- exempt, Full Time

**REQUIRED TESTING/SCREENING AND CERTIFICATIONS:** Drug & Alcohol Testing, Background Screening, Driving Record and Confidentiality Agreement Required. SHRM/PSHRA HR certification required within first two years of employment.

**Essential Employee:** No

**Work Hours**: Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some evenings, holiday and weekend work may be required.

**ESSENTIAL FUNCTIONS:** The Human Resources Generalist is responsible for the administration of day-to-day operations of the Human Resources Department. The HR Generalist carries out responsibilities in some or all of the following functional areas: employee relations, benefits, onboarding functions, HRIS for record keeping, data entry, and acts as the point of contact for employee inquiries for HR related topics and diverse duties. The goal of this position is to ensure the HR Department is running smoothly and effectively and delivers maximum value to the organization as a whole therefore. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**RESPONSIBILITIES:**

* Conducts new hire orientations, required benefit enrollments and updates materials as required and as changes are made to the personnel policies
* Distributes onboarding paperwork to all new hires and inputs new hire information into the Employee Navigator platform and payroll system
* Performs background checks, drug screens and driving record checks
* Assists with monthly invoice reconciliations
* Enters personnel actions into Tyler/Munis payroll system
* Prepares and Issues ID Badges tor all staff
* Completes weekly/monthly personnel memo’s to the BOS/PSA Boards
* Ensures I-9’s are complete and accurate and performs annual I-9 audit
* Conducts personnel file audits annually per the Virginia Records Retention Management System
* Handles employment related inquiries from applicants, employees and supervisors
* Maintains compliance with federal, state and local employment laws and regulations and recommended best practices
* Assists employees with benefit claim issues and status changes
* Assists with the benefits open enrollment process
* Files and tracks VRS Hybrid Disability applications for employees
* Prepares FMLA/ADA paperwork and tracking
* Processes Company Nurse and Workers Compensation claims
* Prepares annual OSHA 300 reporting
* Maintains Federal Clearinghouse information for CDL drivers
* Maintains the DMV Driving Record database

**ADA REQUIREMENTS:** This work is sedentary and requires little to no exertion of force, work regularly requires remaining stationary at desk and occasionally remaining in an upright position, traversing around the office, and operating computer and other office equipment. The position requires the ability to verbally communicate information to others. Must be able to accurately exchange information in work situations and discern auditory information provided in work environment. Position requires the ability to perceive details in the work environment at close range or normal distance from the observer. Work has no exposure to environmental conditions. May require occasional lifting up to 50 pounds.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Must be detail orientated, possess the ability to follow complex instructions, analyze data, and problem solve
* Ability to prioritize tasks
* Excellent organizational skills and attention to detail
* Excellent time management skills
* Ability to work independently and be proactive in departmental needs
* Must possess excellent verbal and written communication skills
* Excellent interpersonal skills
* Thorough knowledge of employment laws, policies, procedures, regulations and practices
* Proficient with Microsoft Office Suite and HRIS software
* Knowledge of benefit programs and application of personnel practices

**EDUCATION AND EXPERIENCE:**

* Bachelor’s Degree in Human Resources or Business Management preferred
* At least 3 years of proven experience in a human resource related position

**PROFESSIONALISM AND CONFIDENTIALITY**:

* Acts with professionalism at all times while maintaining confidentiality of personnel matters with personnel and vendors
* Understands and consistently implements all County policies and procedures
* Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the department

**TRAINING AND JOB DEVELOPMENT:**

* Develop and set own personal goals for acquiring new skills and job growth
* Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of the ever changing HR and payroll laws, rules and regulations
* Work with staff to discuss and resolve problems and provide ideas for improvement and efficiency

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

* I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
* I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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