



Fluvanna County, Virginia
Department of Finance
Job Description

HUMAN RESOURCES GENERALIST

Job Class #:	1251
Pay Grade:	16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Director of Human Resources

SUMMARY

Performs difficult professional work providing guidance, support, maintenance and consultation in a variety of human resources program areas including maintaining records and files, preparing reports, onboarding, and acting as the point of contact for employee inquiries for HR related topics.

Work is performed under the limited supervision of the Human Resources Director.

This position ensures effective communication with all County employees to assist in delivering maximum value to the organization. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

ESSENTIAL FUNCTIONS

- Regular, reliable attendance necessary.
- Handles confidential personnel data in accordance with statutory requirements.
- Operates a County vehicle in the performance of the job duties.
- Ensures compliance with policies, procedures and applicable federal and state laws and regulations with special attention given to employment and recruitment.
- Collaborates with departmental directors, managers and supervisors to understand abilities, skills and competencies required for position openings.
- Handles employment-related inquiries from applicants and employees, referring complex and/or sensitive matters to the Human Resources Director or other appropriate staff.
- Administers recruitment and hiring activities to ensure compliance with local, state and federal recruiting policies, laws and procedures; advises supervisors on recruitment and retention strategies; monitors the ranking and selection process; administers pre-employment/post-offer screenings and serves on interview panels, as needed.
- Conducts new hire orientation and on-boarding activities, including ensuring required benefit enrollments are selected and processed in a timely manner.
- Ensures I-9 forms are complete and accurate and performs annual I-9 form audit.
- Processes all personnel and status changes and updates records.
- Reconciles billing and payroll data.
- Prepares and issues identification badges for staff.
- Completes weekly/monthly/as needed reports.
- Conducts personnel file audits annually per the Virginia Records Retention Management System requirements.
- Assists with the benefits open enrollment process.

- Files and tracks VRS Hybrid Disability applications for employees.
- Prepares FMLA/ADA documentation and tracking forms.
- Processes Workers' Compensation claims.
- Prepares annual OSHA 300 reporting.
- Performs routine tasks required to administer human resources programs including, but not limited to, compensation; employee recognition; and training and development.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of employment laws, policies, procedures, regulations and practices.
- Knowledge of benefits programs and the application of personnel practices.
- General knowledge of safety issues and workers' compensation programs.
- Knowledge of modern office practices and of standard office and accounting equipment with some knowledge of content management systems and reporting software, hardware and peripheral equipment.
- Ability to perform detail-oriented tasks; follow complex instructions; analyze data and problem solve.
- Ability to organize and prioritize work and meet appropriate deadlines.
- Ability to communicate effectively both verbally and in writing.
- Ability to resolve conflicts effectively.
- Ability to work independently and as part of a team in a proactive manner.
- Ability to work in an occasionally stressful work environment.
- Ability to act with integrity, professionalism, and confidentiality.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Required:

Undergraduate degree with coursework in human resources management or a related field and some experience in public personnel/human resources management or an equivalent combination of education and training.

Preferred:

- Certification with the Society for Human Resource Management (SHRM) and/or Public Service Human Resources Association (PSHRA).
- Some experience in local government or a public sector human resources environment.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word;

hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

POST OFFER REQUIREMENTS

- Background Check
- Confidentiality Agreement
- SHRM/PSHRA certification required within three (3) years of employment
- Valid Commonwealth of Virginia driver's license

Department Director Recommended:	HR Director Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	Sept 3, 2025	Sept 3, 2025	Sept 3, 2025