

Richland County

Job Description

Position Title: HR Generalist

Department: Administration

FLSA Status: Exempt

Reports to: Administrator

Purpose of Position

The Human Resources Generalist, under the supervision of the County Administrator, performs a variety of the County's human resources functions including preparing new hire documentation; performing new hire orientation; gathering data and preparing various reports for management; maintains employee files; assists with employee questions and inquiries. Provides support in the areas of compensation, performance management, employee benefits, administration, policy development and implementation, talent acquisition, leave management, investigations, employment law, and training and development. This position is also the designated Equal Employment Officer, and Limited English Proficiency Coordinator.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs backup to all payroll functions.
- Administers the County recruitment process, reviewing employment applications, evaluating qualifications, and monitoring to ensure adherence to personnel policies.
- Facilitates the County's labor relations program, separation program, and exit interview process.
- Assists in personnel policy development and distributes to all County personnel.
- Develops, coordinates, and conducts training and development programs, such as leadership or employee development, annual training needs and advises department heads on interpretation.
- Advises the County Administrator, Department Heads and Supervisors regarding personnel matters, human resources strategies, and labor and payroll issues.

- Provides advice and assistance compliance with laws, rules, and regulations including Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), and other employment laws.
- Oversees all employee benefit & compensation programs.
- Conducts research into human resources programs and activities; identifies and analyzes human resources problems and recommends changes or innovations where desirable.
- Prepares formal recommendations to the County Administrator on employee matters.
- Evaluates and coordinates the County's performance evaluation program.
- Provides human resources advice, direction, counsel, and support to Department Heads on all personnel matters, such as conflict, grievances and problem resolution, performance, and personnel issues; provides counsel to supervisory staff on appropriate action and documents issues.
- Oversee the administration of the County's Equal Employment Opportunity, Civil Rights, and other policies and procedures as designated by the Administrator.
- Oversees, monitors, and facilitates the County's Family Medical Leave policy and other leave of absences.
- Create and maintain employee personnel files.
- Assists with management of an equitable employee classification and compensation plan; develops and edits and maintains job descriptions and classifications; maintains the Affordable Care Act Information.
- Gathers and calculates data and prepares a variety of monthly, quarterly, and annual reports for management; ensures reports are accurate, complete, and prepared on schedule.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in Human Resources, Business Management, Business Administration, or related field preferred.
- Successful administrative management experience in county or municipal government. Experience in working with employee benefit administration, labor law compliance, and labor relations.
- Valid driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions
Language Ability and Interpersonal Communication

- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure, and sort information. Ability to assemble, copy, record, and transcribe data and information.
- Ability to provide first-line supervision. Ability to advise and interpret on how to apply policies, procedures, and standards to specific situations.
- Ability to utilize advisory data and information such as financial statements, recipes, technical operating manuals, procedures, state health and safety guidelines, non-routine correspondence, and laws.
- Ability to communicate with nursing home professionals, clerical and maintenance personnel, state regulatory personnel, residents, resident's families, dietitians, physicians, and subordinates.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate percentages, fractions, and decimals; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to grasp and place objects operate telephone computer, keyboard, photocopier, fax, calculator, etc.
- Ability to exert light physical effort in sedentary to light work involving, lifting, carrying, pushing, and pulling, Ability to handle, finger, and feel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials, and ingredients.

Environmental Adaptability

- Ability to work under conditions that require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease, and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.