



SECTION Administrative Support Staff

AREA Classified Personnel

TITLE Human Resources Generalist

QUALIFICATIONS:

1. Sixty (60) college credits
2. Experience in personnel administration including knowledge of computerized human resources systems
3. Strong communication, interpersonal, and organizational skills
4. Required criminal background check and proof of US citizenship or legal resident alien status.

REPORTING RESPONSIBILITIES

The Human Resources Generalist reports to the Assistant Superintendent for Personnel or designee.

JOB GOAL

The Human Resources Generalist will participate in and help maintain the daily operations of the Human Resources Department to ensure all staff members receive personnel support.

TERMS OF EMPLOYMENT

Twelve-month, non-bargaining contract. Benefits as per Board policy.

EVALUATION

The Human Resources Generalist shall be evaluated by the Assistant Superintendent for Personnel or designee, in writing, at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description and Board policy.

PERFORMANCE RESPONSIBILITIES

1. Implements human resources programs by providing human resources services, which may include but is not limited to, talent acquisition and recruitment, onboarding and employment processing, extra compensation, health and welfare benefits, training and development, records management, AA/EEO compliance, and labor relations.
2. Develops human resources solutions by collecting and analyzing data and information before recommending courses of action.
3. Recruits, screens, and recommends for employment substitute staff.
4. Creates and maintains personnel files.
5. Assists in the creation of personnel addendum items for Board meetings.
6. Updates the computerized personnel information system and creates reports through the system as needed.
7. Communicates all salary changes to payroll on a timely basis.
8. Prioritizes daily work activities to be client-focused and customer-driven.
9. Supports the Human Resources department staff in implementing programs to help improve the employee experience.
10. Develop the skills and knowledge necessary to support all functions of the Human Resources office.

OTHER DUTIES

1. Maintains confidentiality in all areas of assignment.
2. Assumes other duties and responsibilities incidental to the position or as assigned by the Superintendent, Assistant Superintendent for Personnel, or designee.



3. Adheres to all district policies and regulations, including but not limited to:
 - a. Support Staff Member/School District Reporting Responsibilities – 4159
 - b. Physical Examination – 4160
 - c. Substance Abuse – 4218
 - d. Electronic Communications between Support Staff Members and Students – 4283
 - e. Sexual Harassment – 4352
 - f. Harassment, Intimidation, and Bullying - 5512

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 22 May 2018