



Human Resources Generalist

Purpose Statement

The role of the Human Resources Generalist is to support the delivery of human resource services by providing information to employees regarding policies, regulations, and negotiated language, addressing various issues, and ensuring that personnel functions comply with all applicable regulatory requirements.

Supervisory Relationship

Reports to: Human Resources Director

Essential Functions

- **Policy Administration:** Administer personnel policies and programs (e.g., advertising positions, processing applications, verifying employment, orientation, contracts, compensation schedules) to ensure compliance with district policies, laws, contracts, and agreements.
- **Employment Processes:** Assist with employment processes (e.g., editing job descriptions, preparing advertisements, processing applications, preparing screening criteria, administering tests, scheduling interviews) to meet district staffing requirements within established guidelines.
- **Communication:** Communicate with employees, departments, administrators, applicants, and the public to provide information and assistance regarding employment, recruitment, personnel records, labor relations, and legal requirements.
- **Orientation:** Conduct new employee orientation to ensure employees are knowledgeable of current practices and administrative processes.
- **Event Coordination:** Coordinate events (e.g., recognition programs, dinners, advertising) to ensure they are scheduled, planned, and executed in a timely manner.
- **Documentation:** Develop written materials (e.g., forms, procedures, brochures, pamphlets) to document activities and convey information.
- **Information Provision:** Inform employees and applicants about procedures and program requirements (e.g., contract information, salary information) to facilitate decision-making and appropriate action.
- **Contract Interpretation:** Interpret contract language, education code, and employment regulations to ensure compliance with regulatory requirements.
- **Record Maintenance:** Maintain manual and electronic documents, files, and records (e.g., labor contracts, vacancy listings, applicant tracking) to provide accurate information in compliance with established guidelines.
- **Process Monitoring:** Monitor processes (e.g., application, eligibility) to ensure efficient processing of applicants and employees, and compliance with legal and administrative requirements.
- **Meeting Participation:** Participate in meetings involving a range of issues (e.g., personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs) to develop recommendations and support other staff.
- **Report Preparation:** Prepare reports and documents (e.g., verification requests of employment, folders, paperwork, personnel board agenda) to provide documentation and information.
- **Information Research:** Research information required to manage assignments, including reviewing relevant policies and current practices to provide applicable information for developing new programs/services, ensuring compliance with legislative requirements, and securing information for planning and responses.
- **Inquiry Response:** Respond to written and verbal inquiries from internal and external sources to resolve problems, provide information, and refer to appropriate personnel.
- **Liaison:** Serve as a liaison to committees and organizations on behalf of the Human Resources Director to convey and gather information required for district operations.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.

- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Planning and managing projects.
- Preparing and maintaining accurate records.
- Operating standard office equipment.
- Utilizing pertinent software applications.

Knowledge

- Understanding algebra and/or geometry.
- Reading technical information, composing documents, and facilitating group discussions.
- Solving practical problems.
- Personnel practices applied within a school district environment.
- Interpreting contract language, codes, regulations, and laws.

Abilities

- Schedule activities, meetings, and events
- Gather, collate, and classify data.
- Use basic job-related equipment.
- Work with a wide variety of individuals and groups.
- Analyze issues and create action plans.
- Maintain confidentiality and establish effective working relationships.
- Communicate with diverse groups and work with detailed information and frequent interruptions.
- Adapt to changing priorities

Responsibility

Work under limited supervision using standardized practices and methods. Direct other persons within a small work unit. Track budget expenditures. Utilize resources from other work units as required. Continuously impact the organization's services.

Work Environment

The role involves some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, and fine finger dexterity. Typically, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Experience

Job-related experience with increasing levels of responsibility is required.

Education

Community college and/or vocational school degree with study in a job-related area.

Clearances

Criminal justice fingerprint/background clearance.

FLSA Status

Exempt

Salary Grade

PB

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.