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Position Description

Position Title:	Senior Human Resources Generalist
Department / Location:	Human Resources / District Office
Reports to:	Assistant Superintendent of Business, Operations and Human Resources
Employees Supervised:	None
Classification:	Exempt
Status:	12-month
Created / Revised:	February 2025

Position Summary

The Senior HR Generalist holds a pivotal role in advancing the human resources department. This position is responsible for offering expertise across various HR functions, including recruitment, employee relations, performance management, policy implementation, and HR compliance. Reporting directly to the Director of Human Resources, the Senior HR Generalist collaborates closely with other HR team members, including Benefits Specialist, Talent Acquisition and Development Specialist, and HRIS Administrator, as well as administrators and employees across the district.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions:

1. Recruitment and Staffing:
 - a. Assist with recruitment efforts for various positions within the school district, collaborating with the Talent Acquisition and Development Specialist to attract top-tier candidates.
 - b. Assist to formulate and implement effective recruiting strategies, leveraging the expertise of the Talent Acquisition and Development Specialist.
 - c. Collaborate with hiring managers to assess staffing needs and ensure the timely fulfillment of vacancies.
2. Employee Relations:
 - a. Serve as the primary point of contact for employees regarding HR-related inquiries, policies, and procedures.

- b. Provide guidance and support to employees and managers on employee relations matters, collaborating with the Director of Human Resources as needed.
 - c. Conduct thorough investigations into employee complaints or concerns and recommend appropriate actions in alignment with district policies and applicable laws.
- 3. Performance Management:
 - a. Support the administration of performance management processes, including facilitating performance evaluations, goal-setting, and performance improvement plans.
 - b. Provide training and assistance to managers and employees on performance management best practices and procedures.
- 4. HR Policy Development and Compliance:
 - a. Stay abreast of federal, state, and local employment laws and regulations to ensure compliance in all HR practices and policies.
 - b. Collaborate with the HR team to review and revise HR policies and procedures to enhance effectiveness and compliance.
 - c. Conduct regular audits and assessments to ensure adherence to HR policies and legal standards.
- 5. Compensation Administration:
 - a. Assist in the administration of compensation programs, including salary surveys, job evaluations, and pay adjustments.
 - b. Provide support in developing and updating compensation policies and procedures.
- 6. Leave of Absence Administration
 - a. Interpret and administer leave of absence programs, including FMLA, ADA, and workers' compensation, in accordance with federal law.
 - b. Administer leave requests, maintain accurate records, and ensure compliance with applicable regulations.
- 7. Review and Revise HR Procedures:
 - a. Evaluate current HR procedures and identify areas for improvement to enhance day-to-day operations, collaborating with the HR team and Business Services Team.
 - b. Develop and implement streamlined processes and procedures that optimize efficiency and effectiveness across HR functions and cross functionally.
- 8. Licensing
 - a. Coordinates with current and potential employees, administrators, and Wisconsin Department of Public Instruction to ensure timely and license application and renewal.
 - b. Stay current on DPI license requirements.

Knowledge, Skills and Abilities

- 1. Thorough understanding of employment laws and regulations, including FMLA, FLSA, ADA, and Title VII.
- 2. Strong interpersonal and communication skills with the ability to interact effectively with employees at all levels of the organization.
- 3. Demonstrated experience in employee relations, performance management, and recruitment.
- 4. Proficiency in HRIS systems and MS Office Suite (Word, Excel, PowerPoint).
- 5. Exceptional organizational skills with the ability to manage multiple priorities.
- 6. Must be able to maintain confidentiality of sensitive information and interact with others to accomplish tasks without arousing hostility.
- 7. Must have superior customer service skills.
- 8. Must be able to work with nominal direct supervision.

9. Must enjoy detail-oriented work requiring a high level of accuracy.
10. Must be well organized and demonstrate initiative.
11. Must understand the need for teamwork, timeliness, and accuracy.

Working Conditions

1. Indoor office environment.
2. Continuous contact with staff.
3. Work involves frequent disruptions of daily schedule.
4. Travel to and from district locations and occasionally conferences,

Physical Requirements

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, frequently lifting up to 10 pounds and occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer, and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard, hand tools, test equipment and other office equipment such as fax machine, printers, etc.
7. Must have the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

Education and Experience

1. Bachelor's degree in Human Resources Management, Business Administration, or a related field. Master's degree or HR certification (e.g., SHRM-CP, PHR) preferred.
2. Minimum of 5 years of progressive HR experience.

Licenses and Certifications

1. HR certification (e.g., SHRM-CP, PHR) preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed