

SENIOR HUMAN RESOURCES GENERALIST

MAJOR FUNCTION

This is a professional position responsible for providing information and policy interpretation to County employees. Employees in this classification function in a general capacity, with the ability to serve in a specialized area of assignment when so directed. Work includes a high degree of accuracy in all assignment areas.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Research and review all potential and new hire data for compliance with applicable local, state, and federal regulatory standards and guidelines, e.g., Veteran Preference, background investigation.
- Develops, updates, and administers the County ADA and Equal Employment/Affirmative Action Program Plan and prepares associated reports and statistical analysis, and monitors compliance.
- Reviews all personnel change actions for the purpose of maintaining the County's position control system to ensure compliance with and accurate tracking in accordance to established budgets.
- Monitors County Level KRONOS timekeeping system and corrects as needed.
- Provides research and interpretation regarding existing rules, regulations and policies; provides communication to employees regarding compliance. Provides advisement to supervisors and managers regarding policy issues as requested.
- Administers the County's Family Medical Leave Act (FMLA) program and compliance with provisions of the program therewith.
- Conducts and participates in salary surveys and compensation and classification studies.
- Participates in collective bargaining negotiations; conducts research and prepares data/financial reports for negotiation purposes.
- Facilitates problem solving with payroll regarding compensation discrepancies. Coordinates with Information Systems and Payroll staff for implementation.
- Coordinates the administration of long term disability with affected employees and risk management staff.
- Participates in worker's compensation hearings; conducts exit interviews.

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- Conducts inquiries and investigations as directed.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibility.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Bachelor Degree in Human Resource Management, Public Administration or related field; with five years professional experience in human resource administration with emphasis in regulatory compliance regarding wage/hour actions, Equal Opportunity, Affirmative Action regulations, and workforce management; or an equivalent combination of education and experience.

Licenses

Valid Florida Driver License.

Certifications.

Human Resource Professional (PHR) preferred.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

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- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups and or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply concepts such of basic algebra and geometry.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Develops plans, policies, specifications, and programs.
- Analyzes major organization-wide policies, procedures, systems on a continuous basis.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities.

- Considerable knowledge of the principles and practices of human resource management.
- Considerable knowledge of the laws, regulations, statutes, developments and policies that govern equal opportunity.
- Knowledge of the methods, procedures, and techniques for conducting research, analyzing data, and developing applicable reports.
- Knowledge of the practices of public sector employment and administration.
- Knowledge of or ability to research and implement compliance with federal, state and local regulatory requirements regarding employment and workforce management.

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- Knowledge of internal personnel conduct and dress codes and personnel training policies.
- Ability to maintain effective working relationships with other employees and members of the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team

Machines and Equipment.

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to reach with hands and arms, stoop, kneel, crouch or crawl, and lift up to twenty-five pounds; will frequently be required to sit and talk or hear; and will occasionally be required to stand, walk, climb or balance, and use hands to finger, handle, or feel. Vision requirements are close and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this job is moderate.

Established: 10/2005	Category: 5
Pay Grade: 19	Status: E
Job Description Number: 5002	Revised: 9/2009