

CONFIDENTIAL HUMAN RESOURCES GENERALIST

DEFINITION

Under the direction of assigned supervisor/manager, works on special projects as assigned; provides a variety of confidential, administrative, professional level work for human resources services and programs in an assigned area, which may include but not limited to employment, recruitment and selection, labor relations and negotiations, employee discipline, equal employment opportunity, human resources information systems, and classification and compensation.

TYPICAL DUTIES

Advises managers, supervisors, and employees on policies, processes, and procedures related to a broad range of employment and recruitment matters including but not limited to job classification, compensation, performance management, workforce planning and analysis, human resources information processes, and training. Interprets, explains, and presents human resources issues, policies, and procedures to employees, management, outside agencies, and the public; assists in the development and improvement of human resources programs, policies and procedures in compliance with collective bargaining agreements, Federal, State, District, and legal requirements and policies. Analyzes various types of information related to recruitment, employment, and equal employment opportunity and prepares related reports, charts, statistical data, correspondence and other related documents. Monitors, documents, audits and coordinates human resources information systems transactions to properly interface with benefits, information technology, and payroll functions; enters or modifies data, writes queries, develops reports and related documentation and procedures. Collects and analyzes data on human resources related practices and procedures from a variety of sources and makes recommendations on operational improvements. Prepares and conducts training sessions for managers, supervisors, and employees on human resources related matters; assists with employee professional development and training related activities. Assists with coordination of personnel file and records retention, including reviewing, recommending and implementing related processes. Provides support for collective bargaining negotiation activities, including but not limited to research related to salary and benefits analyses; research and analysis of collective bargaining agreements; assists with drafting collective bargaining proposals; and participating in strategy planning sessions. Performs job audits; analysis of position reclassifications; prepares and revises job descriptions; assists with job studies; conducts compensation studies; and analyzes data and makes recommendations. Performs related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Four years of experience related to the duties of the position.

(One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of two years of college from an accredited institution. Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis.

(One year of education is equal to 30 semester units. Education must be from an accredited institution.)

KNOWLEDGE OF

Principles and practices of human resources administration; applicable federal, state and local laws, policies and regulations, collective bargaining agreements, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

Perform the essential functions of the position; work with minimum direct supervision; use independent judgment to interpret, apply and communicate policies and procedures, applicable education and government code provisions and federal, state, local laws and regulations, and collective bargaining agreements; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases, and desktop publishing; type/enter data at a speed proficient to complete the duties of the position in a timely manner; adapt to changing technologies; work successfully people from diverse racial, ethnic, and socioeconomic backgrounds with diverse populations; cultivate and develop inclusive and equitable working relationships with students, faculty, staff and community members.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Current office technologies such as computers, printers, telephones and copiers; other equipment common to the field to which the position is assigned.