

HUMAN RESOURCES GENERALIST

BASIC FUNCTION

Performs a variety of responsible technical human resources support functions, including coordinating the recruitment and selection of employees, employee onboarding, human resources information systems (HRIS) database management, and employee training; and provides responsible technical and clerical support to professional staff in the Human Resources & Employee Relations (HRER) Office.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Human Resources series is responsible for independently performing specialized duties in support of HRER. Employees at this level exercise judgment and initiative in their work, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Coordinates and facilitates the recruitment for all classified/confidential and classified management, part-time/associate faculty, and short-term non-classified positions; serves as backup for the recruitment of full-time academic positions; develops job announcements, coordinates advertising, schedules interviews, and contacts candidates with recruitment status; participates in interviews as the HRER representative and prepares and maintains recruitment files.
2. Ensures that all phases of the District's recruitment and selection procedures comply with Education Code, government code, and all applicable federal, state, and local laws, rules, and regulations; ensures recruitment process is in adherence to the District's policies, procedures, and equal employment opportunity (EEO) principles.
3. Facilitates appointments and completes accurate hiring paperwork; ensures candidates meet minimum qualifications as outlined in the posted job description/posting; evaluates part-time faculty transcripts and occupational/professional experience to determine qualifications are in compliance to teach various academic or vocational disciplines; conducts references and background checks; performs LiveScan fingerprinting for the District, monitors fingerprint results, and prepares LiveScan analysis for management review.
4. Prepares and processes employment forms; prepares and transmits salary and employment status information to payroll office; gathers and records information for salary movement of employees; and composes correspondence on a variety of matters.
5. Provides preliminary information to the equivalency committee on equivalency requests for potential and/or current part-time faculty.
6. Enters employee information and maintains accurate records in systems; maintains and scans District personnel files and records related to hiring, reclassification, professional growth, and personnel actions.
7. Participates in New Employee Orientation and facilitates and provides District presentations and training; travels to various off-site locations for meetings and/or interviews, trainings, and presentations.

8. Plans, schedules, and performs a variety of work related to the assigned functions of the office, including academic, classified, and EEO matters.
9. Provides information about District policies, procedures, collective bargaining agreements, and federal and state laws and regulations.
10. Processes and completes verifications of employment; prepares, produces, and distributes materials and reports related to the personnel function, including performance evaluation reports, in accordance with collective bargaining agreements and ensures proper updates in database; and prepares Board actions.
11. Assists in facilitation of employee programs, such as recognition events, professional growth, job fairs, employee discount programs, and staff development.
12. Participates in Strategic Planning committees and assignments for HRER.
13. Participates in District-provided in-service training programs.
14. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of human resources administration.
2. Recruitment and selection processes and methods, including the elimination of bias in hiring.
3. Methods and techniques of screening applications and evaluating compliance with minimum qualifications.
4. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
5. Recordkeeping principles and practices.
6. Methods and techniques of preparing business correspondence and reports.
7. Interviewing methods and techniques.
8. District new employee orientation content.

Ability to:

1. Review human resources documents for completeness and accuracy.
2. Review and screen applications for a diverse range of jobs.
3. Collaborate with hiring managers, applicants, and other stakeholders to ensure a fair and equitable recruitment and selection process.
4. Administer effective recruitment, testing, and selection practices.
5. Coordinate recruitment processes with multiple stakeholders.
6. Maintain accurate human resources records.
7. Prepare and submit required forms for new employees.
8. Perform detailed human resources office support work accurately and in a timely manner.
9. Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
10. Identify effective recruitment strategies for difficult to fill positions; gather and analyze data; learn online application system framework and capabilities.
11. Learn and apply mandated requirements, labor relations, and collective bargaining processes relative to work performed.
12. Prepare and edit reports and other materials.
13. Adapt to changing priorities in a high demand work environment.
14. Serve as a resource to District staff on day-to-day functions of the office.
15. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.

16. Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
17. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
18. Communicate effectively in the course of performing work tasks.
19. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
20. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
21. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree in human resources, business administration, public administration, or a related field and three (3) years of experience in human resources or a related field is required; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

1. Must be eligible for certification through the Department of Justice Fingerprint Rolling Certification Program to roll applicant fingerprint impressions for licensure, certification, and employment purposes, and maintain throughout employment.
2. A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

The essential functions of this classification must be performed by incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals interpreting and enforcing departmental policies and procedures.