

HUMAN RESOURCES GENERALIST

SALARY RANGE: \$97,890- \$150,600

SUMMARY DESCRIPTION

The Human Resources Generalist (HRG) works under general direction of the Deputy Director of Administrative Services (DDA). The HRG will manage internal processes for a wide range of human resource (HR) matters, including but not necessarily limited to, employee relations, personnel policies and procedures, employee benefits, wellness, recruitment, training, and employee retention. The HRG will work closely with the DDA to support SVCE's overall work culture.

The HRG performs a full range of complex assignments under general supervision and minimal detailed guidance to work collaboratively with management, consultants, and staff to administer HR policies, procedures, and processes. The HRG is responsible for performing administrative and professional program level work to manage the daily operation of planning, organizing, and implementing a compliant HR program, coordinating programs and services including employee relations, HR policy administration, recruitment, classification and compensation, organizational development, performance evaluation, personnel actions, and benefits administration. The HRG provides guidance on state and federal law related to HR policy and compliance with employment laws.

SUPERVISION RECEIVED AND EXERCISED

The HRG reports to the DDA, and the position does not include supervisory and/or team leader responsibilities but will supervise outside consultants/contractors as needed.

ESSENTIAL FUNCTIONS

- Plans, implements, and administers programs and activities to carry out HR goals and objectives.
- Collaborates with the DDA and outside consultants to advise the CEO and department directors, managers, supervisors and employees in the interpretation and application of HR rules, policies and procedures and state and federal laws related to professional development and training, recruitment, selection, classification, compensation, benefits, disability management, management rights and responsibilities, performance management and recognition, and equal employment opportunity regulations.
- Drafts and proposes HR policies, rules, and guidelines, and recommends and implements changes as needed as a result of legislation, trends, and developments.
- Collects data to develop and analyze compensation surveys and schedules.
- Conducts recruitment and advises and assists department directors in hiring processes.
- Provides direction for employee orientation for newly hired staff.
- Maintains or oversees the maintenance and management of HR records and files.
- Assists in reviewing and administering performance evaluations.
- Coordinates with Finance staff, as necessary, to provide personnel change and benefits information.
- Reviews and analyzes technologies applicable to the work and makes recommendations regarding effective use of integrated systems.
- Assists in HR budget development.
- Reviews and approves HR department invoices, including benefits and consultants, for payment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of modern public personnel and HR administration, including federal and state laws, case law, rules, and regulations related to the field.
- Principles and methods of recruitment, examinations, job classification, wage and salary administration, and equal opportunity employment.
- Principles and practices of modern training techniques, including ongoing employee development and skills/needs matching.
- Training objectives, methodologies, and evaluation.
- Principles and practices of classification and compensation system management including statistical analyses and cost projections.
- Principles and techniques of public administration, including program planning, implementation and evaluation, budget development and analysis.
- Functions and operations of general HR policies and procedures.
- Modern office procedures and methods including automation and computer applications and software related to the work.
- Research methodology, policy development, report writing, and basic statistical techniques.
- Contract development and administration.

Ability to:

- Recognize and resolve problems of a sensitive or political nature.
- Analyze complex employment situations, assess benefits, and potentially provide proposed action and alternatives, and make effective recommendations to implement or ensure implementation of recommendations.
- Analyze data and statistical issues; draw sound conclusions and make effective recommendations.
- Identify and analyze problem areas and provide recommendations and solutions for department management teams related to HR issues including collecting and analyzing data, drawing valid conclusions from available information, and projecting consequences of decisions and recommendations.
- Analyze, collect, interpret, and evaluate a variety of complex qualitative and quantitative data; compute cost/benefit ratios; project costs.
- Manage a variety of simultaneous work projects to meet established timetables and commitments.
- Conduct mediation and group problem solving.
- Establish and maintain effective working relationships with those contacted in the course of the work, including officials and managers, representatives of other governmental agencies, community, business and other groups, employees, and the public.
- Evaluate and make recommendations to successfully implement, and administer effective employee relations, benefits, classification, organization development and training, and recruitment and selection programs and processes.
- Maintain and update an Employee Handbook and other HR policies, procedures, and guidelines.
- Develop and implement communications strategies and plans for keeping employees and managers informed.
- Develop and provide for new employee orientation.
- Effectively communicate, both orally and in writing, including making presentations of findings, recommendations, and policies orally or in writing to Board members, department directors, and employees.
- Lead and train administrative support staff in the conduct of their work related to HR.
- Prepare clear and concise reports, policies, procedures, correspondence, and other written materials.

- Operate a personal computer in a Windows environment; utilize word processing, spreadsheet, and data basesoftware.

REQUIRED QUALIFICATIONS

Experience and Training Guidelines: *Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

EDUCATION / EXPERIENCE: A combination of education and experience that would provide the knowledge and abilities listed. Typically, equivalent to possess of a bachelor's degree from an accredited college or university in human resources, business, psychology, or a related field and at least three years of experience in human resources. Experience working in a public utility and/or a Community Choice Aggregate program is desirable. SPHR or SHRM-SCP certification strongly preferred.

LICENSES: Possession and continued maintenance of a valid class C California driver's license with a safe driving record or the ability to provide alternate transportation as approved by the CEO. SPHR or SHRM-SCP certification strongly preferred.

PHYSICAL AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT: Work is performed in a typical office setting with exposure to computer screens and at public events (fairs, meeting rooms, farmers' markets, etc.) with moderate noise and will require some evening and weekend work. The noise level in the work environment is usually typical of an office environment and public events.

PHYSICAL: While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; reach with hands and arms. Employees are occasionally required to walk, and stand for prolonged periods; stoop, bend, kneel and twist; and may lift up to twenty pounds. Employees must be able to communicate in person, in writing, and by telephone with Board members, management, co-workers, vendors, consultants, and with the public in face-to-face, one-on-one, and group settings.

VISION: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and operate assigned equipment.

HEARING: Hear in the normal audio range with or without correction.

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