

TALLADEGA COUNTY COMMISSION



POSITION: HUMAN RESOURCES GENERALIST
DEPARTMENT: Commission
PAY GRADE: P \$22.34
FLSA: Exempt

SUMMARY: Under the direction and supervision of the County Administrator, this position is responsible for the day-to-day administrative and clerical functions of Human Resources, including receiving applications, processing new-hires, maintaining employee records, and administering health and retirement benefits.

ESSENTIAL FUNCTIONS:

- Performs routine tasks in the administration of personnel functions (health insurance, retirement, worker's comp, employee records, etc.).
- Ensures compliance with applicable state and federal employment laws and regulations, including, but not limited to EEO, HIPPA, ADA, FLSA, and FMLA.
- Serves as "Drug Program Coordinator" ensuring compliance with Drug-Free Workplace policy
- Coordinates compliance and enforcement of Unlawful Harassment policy, taking complaints, initiating investigations, and recommending corrective actions.
- Serves as initial point of contact for retirement, health insurance, and other benefits.
- Coordinates with departments on recruitment, interviews, and hiring of qualified job applicants for budgeted positions.
- Conducts and/or acquires background checks and employee eligibility verifications.
- Responsible for completing and filing mandatory reports – EEO, E-Verify, etc.
- Performs new hire orientation and maintains employee records - digital and hardcopy.
- Ensures that all employees are provided with copies of personnel and other County policies and receives/files acknowledgement of same.
- Serves as the initial point of contact for workers' compensation and prepares and processes workers' compensation claims.
- Coordinates FMLA and other extended leave types with department heads and employees in accordance with policy and applicable laws.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the Personnel Officer (the administrator)
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains file of job approved descriptions for all County departments
- Maintains system of employment records to ensure appropriate documentation of personnel matters
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and certifications.
- Schedules and oversees flu shots and wellness screenings
- Keeps current on trends, best practices, regulatory changes, and new technologies in human resources, and employment law.
- Other duties as may be assigned from time to time

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, or related field
- At least five (5) years' experience in human resource management and/or personnel analysis; public administration or related field

- May consider relevant and documented equivalent combination of experience and education.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

SUPERVISORY CONTROLS:

- This position has no supervisory duties.
- This position receives direction and supervision from the County Administrator with financial oversight from accounting staff.

WORK ENVIRONMENT:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to access and navigate all county buildings & facilities.
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REQUIRED PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for **Human Resources Generalist**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I also understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

Employee Name _____ Date _____

Employee Signature _____