Job Classification Specification

Human Resources Generalist 1

First level HR Generalist responsible for providing professional support for multiple HR functional areas to collegiate or administrative units.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Assists with coordination and administration of a variety of programs and activities covering multiple HR activities (i.e. recruiting, employee relations, classification and compensation, and training).

Initiates and responds to inquiries regarding general human resource issues such as pay, staffing, and performance management.

Provides guidance on tactical interpretation of policies and procedures that govern each employee group and HR functional area.

Coordinates staffing processes including working with managers to create job descriptions, determining and developing recruitment and selection methods and tools. Coordinate exit interview process.

Resolves employee issues and concerns regarding employment data, human resources processes and procedures (i.e. job analysis, performance appraisal process).

Reviews PeopleSoft reports for accuracy and conducts investigation to ensure data integrity.
Human Resources Generalist 1 (cont’d)

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

General supervision; progress/outcomes are frequently observed/reviewed; work is largely scripted by established procedures and guidelines.

Complexity and Problem Solving

Problems tend to be of limited scope and complexity, generally quickly and relatively easily resolved.

Required Qualifications

BA/BS or a combination of related education and work experience to equal four years; applies knowledge and skill to a recurring task or activity with emphasis typically on precision and timeliness of execution.

Effective 10/22/13