Job Classification Specification

Human Resources Generalist 2

Second level HR Generalist responsible for administering human resources policies and procedures that cover multiple HR functional areas.

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.)
Initiates and responds to inquiries concerning non-routine and moderately complex issues such as employee relations or EEO/diversity issues for multiple units or single large unit.

Investigates complaints and grievances by conducting interviews and gathering background information.

Researches issues such as pay equity by gathering and analyzing data and providing recommendations in a report.

Develops and delivers training to managers and employees. Identifies unit or work group training needs.

Collects and analyzes HR data, provides observations, and makes recommendations to management.

Manages and coordinates promotion and tenure processes for faculty.

Assists with creation of collegiate/departmental processes and guidelines by gathering and analyzing current internal practices and best external practices.
Human Resources Generalist 2 (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

Job holders are guided by general procedures and professional norms, with periodic checks on accuracy, quality and timeliness of outcomes.

Complexity and Problem Solving

Finds solutions to routine technical or operational problems; once problem is identified, solutions generally can be resolved using conventional or standard procedures.

Required Qualifications

BA/BS with at least 2 years of experience or a combination of related education and work experience to equal five years; position involves comparing, verifying and reconciling data to help department achieve overall objectives.

Effective 10/22/13