Job Classification Specification

Human Resources Generalist

Third level HR Generalist responsible for providing professional support for multiple HR functional areas for multiple units or single large and complex unit.

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.)

Investigates complex human resources issues and recommends possible courses of action including the pros and cons of each.

Initiates, defines and manages human resource process improvement projects.

Coaches managers on how to handle human resources issues/concerns such as policy violations, harassment, and/or performance management.

Consults with hiring authorities regarding workforce planning and job design.

Develops recruitment strategies that help meet departmental objectives for hard to fill and under-represented positions.

Monitors human resources activities to ensure compliance with federal, state, and local laws as well as University policy.

Reviews and monitors compensation decisions in the unit to ensure compliance with internal and external policies and laws.

Identifies training needs and develops training or informational tools for unit management and staff.

Oversees and establishes procedures for unit human resources data management.

Leads project teams in the development of unit programs or policies based on best internal and external practices.
**Human Resources Generalist (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**

Actions tend to be guided by schedules, due dates, and clear deliverables -- supervision only generally occurs when there are repeat problems or missed deadlines.

**Complexity and Problem Solving**

Issues are varied; problems tend to be technical in nature and are solvable through deep technical know-how and imaginative workarounds.

**Required Qualifications**

BA/BS plus at least 4 years of experience or a combination of related education and work experience to equal seven years; often the senior-most individual contributor in a department to whom other more junior employees go to for technical guidance.

Effective 10/22/13