

Richland County Position Description

Position Title: Human Resources Generalist

Exempt form FLSA

Department: Administration

Reports to: Administrator

Pay Grade:

Date: August 29, 2023

Hours per Week: 40

PURPOSE OF POSITION

The Human Resources Generalist, under the supervision of the County Administrator, performs a variety of the County's human resources functions including preparing new hire documentation; performing new hire orientation; gathering data and preparing various reports for management; maintains employee files; assists with employee questions and inquiries. Provides support in the areas of compensation, performance management, employee benefits, administration, policy development and implementation, talent acquisition, leave management, investigations, employment law, and training and development. This position is also the designated Equal Employment Officer, and Limited English Proficiency Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs backup to all payroll functions.
- Administers the County recruitment process, reviewing employment applications, evaluating qualifications, and monitoring to ensure adherence to personnel policies.
- Facilitates the County's labor relations program, separation program, and exit interview process.
- Assists in personnel policy development and distributes to all County personnel.
- Develops, coordinates, and conducts training and development programs, such as leadership or employee development, annual training needs and advises department heads on interpretation.
- Advises the County Administrator, Department Heads and Supervisors regarding personnel matters, human resources strategies, and labor and payroll issues.
- Provides advice and assistance compliance with laws, rules, and regulations including Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), and other employment laws.
- Oversees all employee benefit & compensation programs.
- Conducts research into human resources programs and activities; identifies and analyzes human resources problems and recommends changes or innovations where desirable
- Prepares formal recommendations to the County Administrator on employee matters.
- Evaluates and coordinates the County's performance evaluation program.
- Provides human resources advice, direction, counsel, and support to Department Heads on all personnel matters, such as conflict, grievances and problem resolution, performance, and

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personnel issues; provides counsel to supervisory staff on appropriate action and documents issues.

- Oversee the administration of the County's Equal Employment Opportunity, Civil Rights, and other policies and procedures as designated by the Administrator.
- Oversees, monitors, and facilitates the County's Family Medical Leave policy and other leave of absences.
- Create and maintain employee personnel files.
- Assists with management of an equitable employee classification and compensation plan; develops and edits and maintains job descriptions and classifications;
- Maintains the Affordable Care Act Information.
- Gathers and calculates data and prepares a variety of monthly, quarterly, and annual reports for management; ensures reports are accurate, complete, and prepared on schedule

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in public administration, business management, human resources, or related field and one-year experience in human resources management or a related field.
- Successful administrative management experience in county or municipal government and experience in working with employee benefits administration, employee law compliance and labor relations.
- Valid driver's license in the State of Wisconsin.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to establish effective relationships with County Board, Committees and Commissions, department heads and other employees, union representatives and the public.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

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Judgment and Situational Reasoning Ability

- Demonstrated effective oral, written and interpersonal communication skills.
- Demonstrated ability to establish and maintain effective working relationships.
- Ability to maintain confidentiality.
- Demonstrated initiative for coordination of organizational functions and dedication to administrative teamwork and leadership.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- This work requires the occasional exertion of up to 10 pounds of force. Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date