

# Human Resources Generalist

Dept/Div: Administration

Grade 5

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate administrative work assisting Human Resources Manager with day-to-day operations relating to employee benefits, receiving and processing incoming calls and visitors, preparing and maintaining records and files, typing a variety of documents, assisting employees with benefit documentation, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the Human Resources Manager or designee.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Acts as receptionist; greets visitors; assists or directs visitors to appropriate party. Handles inquiries or complaints from the public in person or by telephone; forward calls to appropriate party. Provides information on county services and employment application process; provides clients and employees with information on other resources.
- Assists the public and employees with the completion of standardized records, applications, or documents.
- Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information, including labor relations information, into computer system.
- Types and edits a variety of documents including correspondence, forms, reports, purchase orders, requisitions, and related documents, etc. where a knowledge of format and presentation is necessary.
- Prepares, opens and maintains a variety of office files, accounts, service of process and other records, electronic and paper.
- Track and scan all incoming employment applications and distribute to appropriate department.
- Update county website as needed for department, post job openings with various agencies and newspapers as directed by departments; assist with providing a positive internet presence through the county website and social media.
- Receives, sorts, processes and distributes incoming and outgoing mail. Prepares bulk mailings.
- Operates a variety of standard office and computer equipment.

## Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of billing practices; general knowledge of budget reports and Minnesota statutes; comprehensive knowledge of insurance benefit plans, federal and state labor laws; comprehensive knowledge of correspondence preparation; comprehensive knowledge of standard office equipment and software; general knowledge of financial packages and web creation software.

## Education and Experience

Associates/Technical degree with coursework in business administration, human resources or related field and moderate experience in an office setting, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; 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; work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Valid driver's license.