



CLASS TITLE: HR Generalist I

BASIC FUNCTION:

Under limited supervision, performs professional Human Resources work in the following areas: recruitment and selection, labor relations, employee relations, reward and recognition, benefits, compensation and classification, risk management, policy and procedures, legal compliance of Federal, State and local statutes. Processes workers compensation claim programs. This position may provide technical supervision and direction to clerical and technical staff. **This position is classified as “confidential” under NRS 288.**

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Prepares new hire materials; coordinates and conducts new hire orientation, including information regarding benefit coverage; review documents such as PERS, I-9's, beneficiary, etc for completeness, accuracy and conformity to federal, state and County guidelines. Briefs employees on County benefits, policy and procedures, and other personnel issues; ensures processes are in compliance with all applicable regulations; generates and tracks employee identification cards.
2. Under direction confers with management and supervisors to identify personnel needs, specifications, and necessary qualifications and skills; Does employment verification as required.
3. Prepares offers of employment, promotion, transfer and demotion memorandums pursuant to the collective bargaining agreements.
4. Processes personnel payroll actions; provides or receives additional information necessary to maintain employee data in the County's HR/Payroll system; verifies salary changes are consistent with policies and collective bargaining agreements.
5. Responsible for monitoring payments, processing changes, apply and receipts COBRA and retiree PERS payments per County policy.
6. Maintains, tracks and follows appropriate reporting procedures for garnishments, child support, levy's, etc., ensuring payroll system reflects accurately amounts due; maintain records and comply with various States regulations regarding compliance.
7. Provide department heads, elected officials and employees with detailed information and assistance in application of County policies and procedures and collective bargaining agreements.
8. Assists County employees and the general public in person or by phone, answering inquiries related to department services, programs, and records; provides information regarding County facilities, job opportunities, benefits, and other employment-related questions; explains rules, policies, and procedures and

suggests resolutions to policy-related issues, referring more complex interpretation issues to HR Director.

9. Administer the pre-employment drug/alcohol screening program for employment candidates and the post-accident, reasonable suspicion and random drug/alcohol testing for employees; notifies individuals when and where they will be tested; serves as liaison between the County and the organizations responsible for collecting and testing specimens and for interpreting the test results; maintains confidential records of test results.
10. Manages the Worker's Compensation program; processes Workers' Compensation notice of injury forms and tracks and verifies worker compensation time for payroll purposes; maintains contact with employees for up-to-date status and submission of proper paperwork from doctors, coordinates light duty work assignments; tracks and compiles information using specialized software and prepares reports as requested; ensures compliance with OSHA regulations and reporting procedures; maintains OSHA 300 log; transmit reports to the County's Third Party Administrator and/or Workplace Safety Officer for review and follow-up; works with department management and the workers compensation claims administrator to facilitate early returns to work and transitional duty assignments.
11. Administers FMLA (Family and Medical Leave Act), process notifications and keeps records of leave taken for FMLA benefits.
12. Reconciliation for the health, dental and vision monthly invoices/claims.
13. Prepares a variety of general correspondence, legal documents, reports, agendas, service awards and instructions; maintains and monitors files, follows up on due dates; and performs other monitoring functions to ensure timely completion of work.
14. Prepares and completes annual and periodic salary survey requests from other agencies; and annual EEO report.
15. Responsible for testing/interviewing applicants along side hiring department. As well as conducts exit interviews for exiting employees.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High School diploma or general education degree (GED); and 5-7 years directly related Human Resource experience and administrative / secretarial experience which includes use of word processing, spreadsheet and data base management software and which required the application of detailed regulations and procedures.

KNOWLEDGE OF:

Rules, regulations, policies and procedures and collective bargaining agreements typically administered by human resource department; Modern office practices including records retention and filing; English grammar and spelling; detailed provisions typically found in Health Benefits Plans.

ABILITY TO:

Communicate effectively verbally and in writing; Comprehend and follow written and verbal directions; Prepare clear concise correspondence using correct grammar, spelling and

punctuation; Use sound judgment in applying established guidelines to solve work problems; Work independently and use initiative; Establish and maintain comprehensive filing system; Establish and maintain effective working relationships with those contacted in the course of work; Deal courteously and professionally with the public;

LICENSES:

Valid Nevada driver's license required within two weeks.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

HR Director/Manager, Comptroller, Department Managers – All, County Manager, Elected Officials and Commissioners; Department Heads and Supervisors, Co-workers and other Department Personnel.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination and vision to perform workplace inspections; move from place to place within the office and other work sites; walk, stand, sit or drive for prolonged periods of time; handle files, stacks of paper, safety equipment and other materials; and occasionally lifting of items up to 25 pounds.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Work is performed in a standard office environment and various indoor and outdoor off-site locations.