

TALLADEGA COUNTY COMMISSION



POSITION: HUMAN RESOURCES GENERALIST
DEPARTMENT: Commission
PAY GRADE: L (hiring range \$17.66 - \$19.32 DOQ)
FLSA: Non-exempt

SUMMARY: Under the direction and supervision of the County Administrator, this position is responsible for the day-to-day clerical functions of Human Resources, including receiving applications, processing new-hires, maintaining employee records, and administering health and retirement benefits.

ESSENTIAL FUNCTIONS:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Coordinates with departments on recruitment, interviews, and hiring of qualified job applicants for budgeted positions.
- Conducts or acquires background checks and employee eligibility verifications.
- Performs new hire orientation and maintains employee records -digital and hardcopy.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Serves as initial point of contact for retirement, health insurance, and other benefits.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance; productivity, recognition, and morale; occupational health and safety; and training and development.
- Serves as the initial point of contact for workers' compensation and prepares and processes workers' compensation claims.
- Coordinates FMLA and other extended leave types with department heads and employees.
- Ensures compliance with applicable state and federal employment laws and regulations, including, but not limited to EEO, HIPPA, ADA, FLSA, and FMLA.
- Ensures that all employees are provided with copies of personnel and other County policies and receives/files acknowledgement of same.
- Schedules and oversees flu shots and wellness screenings
- Serves as "Drug Program Coordinator" ensuring compliance with Drug-Free Workplace policy
- Coordinates compliance and enforcement of Unlawful Harassment policy, taking complaints, initiating investigations, and recommending corrective actions.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- administers a system of employment records to ensure appropriate documentation of personnel matters
- Maintains file of job approved descriptions for all County departments
- Responsible for completing and filing mandatory reports – EEO, E-Verify, etc.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Other duties as may be assigned from time to time

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Human Resources, Business Administration, or related field
- At least one year of experience in human resource management and/or personnel analysis; public administration or related field; or must have any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

SUPERVISORY CONTROLS:

- This position has no supervisory duties.
- This position receives direction and supervision from the County Administrator with financial oversight from Accounting staff.

WORK ENVIRONMENT:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to access and navigate each department at the organization’s facilities.

REQUIRED PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for **Human Resources Generalist**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I also understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

Employee Name _____ Date _____

Employee Signature _____