

### JOB INFORMATION

Job Code	EB47
Job Description Title	Human Resources Generalist I
Pay Grade	HR07
Range Minimum	\$43,130
33rd %	\$51,750
Range Midpoint	\$56,070
67th %	\$60,380
Range Maximum	\$69,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/9/2019

### JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

### JOB SUMMARY

Under close supervision, administers routine human resources related programs and processes utilizing established procedures within one or more areas of Human Resources including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development which support the operational functions at a division level. Restricted use - This job is considered to be a training level within the Human Resources function and would not be suitable as the only HR-related job within a college/school or division.

### RESPONSIBILITIES

- Initiates and/or responds to routine inquiries concerning human resources programs within a variety of HR specialties including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development.
- Interprets HR policies, procedures, and practices and investigates routine issues, obtaining information from higher-level HR staff and/or referring as appropriate. Provides guidance and support to employees and management on HR policies and procedures.
- Assists in the coordination of human resources functions within the division such as performance evaluation, merit, reclassification, training and development, etc. Assists in the coordination of the employment process including identification of search committee members, development of appropriate behavioral interview questions, and identification of appropriate candidate evaluation methodology.
- May initiate and/or approve routine human resources or payroll transactions. May oversee the work of administrative support staff relating to the completion of forms and meeting deadlines.
- Assists with the development of unit-specific human resources policies, procedures, and programs while maintaining compliance with all federal and state laws and regulations including, but not limited to, ADA, FLSA, EEOC, Title VII of the Civil Rights Act of 1964, FMLA, Age Discrimination in Employment Act, USERRA, and Equal Pay Act.
- Compiles information and prepares reports, letters, memos, and job-related documentation of a confidential nature. Runs queries and analyzes HR-related data.
- Acts as a liaison between employees or departments and University Human Resources.
- Promotes inclusion and diversity through specific human resources programs such as recruitment and employment activities.
- Performs other related duties as assigned.

### SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	Bachelor's degree - no specific discipline.	And	0 years of	Experience in human resources management including compensation, benefits, employment, employee relations, payroll, training and/or development.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrate ability to follow set policies and procedures.	
Adhere to regulatory guidelines in daily work.	
Ability to independently research topics.	
Ability to manage files and records.	
Demonstrate thoughtful and appropriate oral and written communication in daily interactions.	
Ability to follow directions and work effectively as part of a team.	
Demonstrate respect for employees and confidential material.	
Knowledge of basic computer applications and various database and software programs.	
Knowledge of compensation principles and practices and salary schedules.	

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching					X	
Talking					X	
Hearing					X	

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### **Vision Requirements:**

Ability to see information in print and/or electronically.