



Job Description

TITLE: HR Generalist	JOB CODE: 3365
DEPARTMENT: Human Resources	FLSA: Non-Exempt
PREPARED: November 29, 2021	FLSA CLASS: Professional
UPDATED: January 4, 2023	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under general supervision of the Deputy Human Resources Officer, the HR Generalist performs a high level of customer service both internal & external; must be enthusiastic, organized, motivated, flexible, and ambitious. This individual will develop and implement job recruiting initiatives and strategies to attract outstanding potential candidates; using innovative methods of media resources to support our overall staffing initiatives. This individual must have excellent oral, written, public speaking, and interpersonal skills. Will also be responsible for conducting effective training; including new hire orientation and other County in-house training. The ideal candidate shall have a positive, friendly, and professional attitude, with strong knowledge of employment laws. Track and perform a variety of calculations and reports of various human resources metrics.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Coordinate the County's job recruiting initiatives; implement staffing initiatives to fill vacancies while ensuring a fair and compliant recruitment process; create recruiting plan; contact hiring managers to determine needs; research and recommend resources for recruiting and to determine the effectiveness of recruiting plans; build professional and academic contacts.
 - Maintain applicant tracking system including personnel requisition forms and process.
 - Prepare and process job openings; create job postings and advertisements; place ads in appropriate media format; assist applicants with electronic application process and required background authorization forms; coordinate applicant testing and screening process. Assist with preparing supplemental screening questions; prepare and provide recruiting packets to hiring managers; assist with recruiting process as needed.
 - Ensure thorough screening is performed on prior employees for preferences or return to work requirements.
 - Comply with veteran and EEO preferences for recruiting, hiring, transfers, and promotions.
 - Schedule employment interviews; may participate in employment interviews; review and assist in preparing and/or revising interview questions; maintain database of interview questions for each recruiting file.
 - Contact selected individuals to make conditional and final job offers; inform candidates of pre-employment requirements; verify candidate's contact and reference information; coordinate background checks; on occasion may assist in performing background checks; review completed background reports and report any discrepancies to supervisors. In cases where an applicant is judged unqualified, make appropriate notifications, and maintain data/recruitment file.
 - Serve as liaison for area employment and advertising agencies, background companies, state agencies; reconcile billings; resolve discrepancies.
 - Utilize developed occupational data to evaluate or improve methods and techniques for recruiting, selecting, promoting, evaluating, and training employees; provide report(s) to Chief Human Resources Officer and Deputy Human Resources Officer.
 - Coordinate and assist with various social media platforms to create strategies that define the County's recruitment program; identify new opportunities to create visibility, monitor professional media trends, and appropriately applies to enhance social media presence; collaborate with the Public Relations Manager.
 - Prepare and provide various recruitment metric reports or as assigned; maintain extensive recruiting and background database; maintain recruiting procedures and desk procedures.
- Assist in the design, planning, and presentation for employees in an effective and efficient manner meeting goals for optimal delivery, content, and comprehension; foster a positive attitude toward organizational goals.
 - Assess career developmental needs to identify and promote training initiatives.

Job Description

Human Resources Generalist

- Develop training material, aids, curriculum, activities, and exercises that are clear, concise, and accurate to reflect the training plan, budgetary requirements, and compliance.
- Assist in developing standards and guidelines to evaluate training program to determine quality and overall effectiveness.
- Utilize HR software in support of recruitment, performance evaluations, career development, and personnel actions, data entry into respective resource tracking systems.
 - Assist in reviewing incoming documents for all appropriate signatures are received; may prepare appropriate personnel action forms and make system changes to reflect a variety of personnel transactions.
- Cross train with all positions in the HR department; serve as backup to benefits, as needed.
- May assist Deputy HR Officer in preparing and submitting unemployment claim disputes, employee relation investigations, employment verifications.
- May assist in filing and front desk coverage.
- Handle sensitive and confidential data and ensure the quality and integrity of all produced information.
- Perform other related duties as assigned and participate in special projects as assigned.

Required Knowledge and Skills:

- Knowledge of modern principles and practices of human resources management and administration.
- Knowledge of methods, techniques, and principles of recruitment, selection, and interviewing.
- Knowledge of HR metrics calculations, ROI, and applicant tracking systems.
- Knowledge of employment laws, regulations, and procedures.
- General knowledge of human resources and employee benefits operations and functions.
- Knowledge of County policies and procedures.
- Creative, good analytical and networking skills, detailed, organizational skills.
- Strong understanding of social media platforms.
- Skill in HRIS software experience including applicant, training, and employee development tracking.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in applying human resources principles to specific problems and issues.
- Skill in providing a high level of customer service to County employees and the public.
- Skill in preparing routine reports and correspondence.
- Skill in recruiting in all areas of media.
- Skill in following instructions and effectively communicating both verbal and in writing.
- Skill in working independently or as a team member.
- Strong skills in public speaking with the ability to effectively conduct and deliver training on a variety of topics to all levels of employees, and new hire orientation, preparing and updating onboarding training materials.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Strong skills in the use of a personal computer and standard business software programs to include Excel, Access, Word, Publisher, Web Design, and PowerPoint; applicant tracking systems; ability to learn new software applications.
- Ability to effectively present ideas and explain human resources policies using considerable tact and diplomacy.
- Ability to maintain confidentiality of human resources activities.

Education and Experience:

- Bachelor's degree in a related field and minimum of five (5) years of general Human Resources experience; or an equivalent combination of education and experience sufficient to perform the duties of the position.
- Must have strong understanding of employment laws and hiring principles.
- Experience in recruiting and understanding a compliant recruitment process; knowledge with advertising and marketing.
- Three (3) years of professional classroom facilitation in a diverse training capacity, preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Job Description

Human Resources Generalist

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- The noise level in the work environment is usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computer and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____