



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY CLASS DESCRIPTION

CLASSIFICATION TITLE: HUMAN RESOURCES GENERALIST

GENERAL DESCRIPTION OF DUTIES

Under general supervision, this position performs professional human resources work. Employees in this classification are responsible for the administration and coordination of a broad range of complex Human Resources functions which may include researching, formulating and administering policies and procedures, benefits and compensation, conducting investigations, handling employee relations, and disciplinary actions. This position may also be responsible for maintenance of job classification description, position analysis, HRIS set-up and maintenance and input to and from vendor sites.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Researches Human Resources Best Practices and recommends implementation processes; researches professional trends, legislation, and case law; provides input to management

Assists in ensuring compliance with all applicable federal, state, and local laws, ordinances, resolutions, rules, regulations, policies, procedures, and standards

Communicates with supervisor, employees, other departments, supervisors, managers, outside agencies, and other individuals to coordinate work activities, review status of work, exchange information, or resolve problems; attends various meetings and serves on committees as needed

Provides backup assistance for other human resources functions

Performs various special projects as directed by management team

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

HUMAN RESOURCES GENERALIST

FUNCTIONS SPECIFIC TO BENEFITS AREA

Employees assigned to the Benefits area perform the essential functions as outlined above, as well as:

Aids in the administration of various benefits plans and procedures; assists in development, implementation, and administration of policies and procedures; prepares and maintains policies and procedures manual

Prepares monthly self-bill invoices for payment processing to benefits vendors

Aids in the administration of special benefits events, such as Open Enrollment

Performs PeopleSoft HRIS data entry, set-up, changes, configuration, and testing; contributes to successful implementations and upgrades; processes regular interfaces to all benefits vendors; performs timely and accurate entries of COBRA and Retiree elections

Assists with problem resolution and troubleshoots any issues with HRIS, vendor information, claims, and billing

Prepares forms required under the Patient Protection and Affordable Care Act (PPACA); submits required reports to IRS

Assists with coordination of retirement programs

Communicates with employees regarding benefits programs, health care reform, eligibility, coverage, forms, enrollment deadlines, process, etc.; investigates employee concerns related to coverage/EOB; escalates employee issues to vendors for resolution

Completes market surveys; compiles data as requested on surveys received from various sources

Coordinates hearing impaired interpreter services; arranges and schedules interpreters for events, department meetings, application process, and other organization needs

FUNCTIONS SPECIFIC TO EMPLOYEE RELATIONS/COMPENSATION AREA

Employees assigned to the Employee Relations/Compensation area perform the essential functions as outlined above, as well as:

Administers various human resources plans and procedures; assists in development, implementation, and administration of personnel policies and procedures

Handles interview coaching for internal employees, employee relations counseling, and exit interviews; monitors performance evaluation program; revises as necessary

Assists with internal employee relations investigations; prepares reports; submits recommendations to management

Drafts new and revises existing job classification descriptions; performs job classification and position analysis; reviews and evaluates job functions; conducts surveys; researches and prepares recommendations for position reclassifications

Validates and processes unemployment claims; updates system accordingly

HUMAN RESOURCES GENERALIST

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Human Resources Administration, Business Administration, Public Administration or related field, supplemented by five (5) years of recent and relevant experience in human resources administration including a combination of at least three of the following specialties: benefits, compensation, employee development and training, employee relations, employment law, and recruitment. Experience as a well-rounded Generalist in a large corporate environment (500 employees or more) preferred. Active Professional Human Resources certification (PHR/SPHR) and recent HRIS PeopleSoft experience preferred.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature

Date

Printed Name

Department