



LARAMIE COUNTY

JOB DESCRIPTION

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| TITLE: | Human Resources Generalist | FLSA: | Non-Exempt |
| DEPARTMENT: | Human Resources | REVISED: | |

Summary: Under minimal supervision, performs entry to journey level technical work within Human Resources field by assisting the Human Resources Director with a wide range of personnel and related projects, duties and functions with an emphasis in recruitment, leave management and benefit administration. Works with sensitive and confidential issues that require sound judgment, personal initiative and discretion in completing assigned tasks.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Works with departments to design employee recruitment and selection strategies that support workplace staffing initiatives; assists departments in identifying advertising and recruitment sources; advises them in developing appropriate and effective screening tools and selection methods that measure which applicant best meets the department's needs.
- Identifies and sources talent available to hire.
- Develops and maintains good relationships with educational institutions, employment agencies and other recruitment resources.
- Updates and maintains the Intranet and Internet web pages for the department. Develops HR website to ensure content is up to date, accurate, attractive and easy to use.
- Develops human resources solutions by collecting and analyzing information; recommending courses of action.
- Prepares reports by collecting, analyzing and summarizing data and trends.
- Administers and explains benefits to employees, serving as liaison between insurance carriers and employees including claims resolution and change reporting.
- Oversee and direct all aspects of County Wellness Program.
- Plan and coordinate Wellness communications including program requirement materials and educational information.
- Coordinate wellness educational opportunities for employees concerning wellness related topics by scheduling speakers, distributing educational information and information concerning local wellness events and/or activities.
- Monitors County Wellness program to ensure participant compliance; include removing non-participants and recouping wellness discounts.
- Certifies and tracks all leaves associates with FMLA, including reviewing medical certification, auditing timecards for appropriate leave codes, tracking return to work releases and communicating to supervisor on FMLA status.
- Advises employees on their FMLA leave exhaustion status.
- Participating in development and execution of employee on-boarding.
- Assists with special projects as necessary or assigned.
- Backs up the Administrative Assistant in HR duties.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County organization, goals, objectives, policies, procedures.
- Knowledge of County, state and Federal laws, statutes, rules, ordinances, codes and regulations governing Human Resources activities and functions.
- Knowledge of the principles and practices of public sector personnel administration, personnel files and confidential records management, and effective customer service practices.
- Knowledge of principles and practices of regulatory compliance, recruitment strategies, benefits and leave administration.
- Knowledge of project planning and management principles.

- Skill in analyzing Human Resources issues, collecting information, evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Skill in analyzing, interpreting and applying County policies and procedures, and Federal, state and local laws and regulations pertaining to employment and employee relations.
- Skill in communicating goals, and guiding the professional development of management and staff.
- Skill in controlling the confidentiality of human resources database, files and reports, according to the standards of the Privacy Act of 1974, {5 USC § 552A}.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

Bachelor's Degree in Human Resources, Public or Business Administration; AND one year of Human Resources administration experience; OR equivalent combination of education, training and experience.