



HUMAN RESOURCE GENERALIST SENIOR JOB DESCRIPTION

Job Title: Human Resource Generalist Senior

Job Class: 1719

Pay Grade: 124

Effective Date: April 2024

FLSA: Exempt

Revision Date: April 2024

NATURE OF WORK

Under limited supervision, the Human Resource (HR) Generalist Senior will collect, compile, and analyze HR data, metrics, and statistics, and apply this data to make recommendations related to recruitment, retention, and legal compliance.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Collects and compiles HR metrics and data from a variety of sources including the human resource information system (HRIS) and payroll outputs, management and employee surveys, exit interviews, employment records, government labor statistics, competitors' practices, and other sources.
- Analyzes data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations.
- Prepares reports of data results, presenting and explaining findings to senior leadership.
- Identifies and recommends reasonable short- and long-term goals, milestones, and benchmarks for key performance metrics.
- Based on metrics and analysis, makes recommendations for policies and activities to improve the organizational culture including suggestions to attract and hire qualified candidates, to motivate and retain employees, to address staffing issues, and to maintain legal compliance.
- Facilitates implementation of new training, development, recruiting, and other related initiatives.
- May conduct or assist with conducting classification audits to ensure that jobs are properly classified as exempt or nonexempt.
- Ensures compliance with data privacy regulations and best practices.
- May assist HR leadership with staffing, recruiting, and departmental budgets.
- May guide and/or assist with performance, benefit, and compensation review and evaluation processes.
- Performs other duties as assigned.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

EMPLOYMENT STANDARDS:

Bachelor's degree in Human Resources, Business Management, Industrial Psychology, or related field, plus a minimum of three (3) years' experience in Human Resources related areas such as job classification and

compensation, recruitment, selection, training, employee benefits, and/or equal opportunity compliance preferred.

SHRM-CP or SHRM-SCP preferred.

Valid Washington State Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Thorough understanding of local, state, and federal laws involving employment, HR, and HR policies.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn the organization's HRIS, payroll, and similar employee management software.
- Human resources principles, practices, and policies.
- Regulations governing human resources activities.
- Classification and compensation principles.
- Recruiting principles, processes, and strategies.
- Training principles and practices.
- Human resources records, reports, and documentation.
- Database management principles and recordkeeping standards.

Skills in:

- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Coordinating and performing a variety of human resources functions.
- Maintaining compliance with regulations governing human resources activities.
- Coordinating and conducting training classes.
- Conducting a variety of employee/labor relations, recruiting, and training activities.
- Providing human resources services and support to County departments.
- Assisting in developing human resources policies and procedures.
- Preparing and maintaining a variety of departmental records, files, and documentation.
- Utilizing standard computer software and administering assigned databases.
- Establishing and maintaining effective working relationships with County departments and personnel, elected officials, outside agencies, and the general public.
- Operating a personal computer utilizing standard and specialized software.
- Dealing constructively and courteously with the Department, BOCC, Lewis County and general public.
- Establishing and maintaining effective working relationships with co-workers.