

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Human Resources Generalist	Job Code: 01090
Department: Human Resources	Pay Grade: Stnd 27
Reports to: Human Resources Officer	FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Human Resources Department provides services, support, and expertise for County departments in the areas of human resource administration and employee and labor relations. The department works with elected officials, managers, supervisors, County employees, County appointed boards and the public. Work activities include ensuring compliance with state and federal laws, regulations, and County policies regarding management and employment; staffing; human resource development; employee and labor relations; workplace health, safety, and security; classification, pay and benefits; drug testing, and risk management.

Job Summary: The Human Resources Generalist is responsible for providing support in functional areas of Human Resources (HR) including but not limited to recruitment and employment, personnel records, employee and/or labor relations, compensation management, benefits administration, training, and special projects. The position also provides support to County managers in the implementation of HR policies and procedures and prepares reports in conformance with regulations and organizational needs.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Serve as a resource to County managers and employees regarding personnel policies, procedures, objectives, laws and operational functions to answer questions and provide information. This includes receiving and interviewing office visitors and telephone callers, conducting research to provide information, and ensuring the proper handling and confidentiality of HR information.
- Facilitate employee recruitment by posting vacancy announcements, distributing applications, responding to applicant queries, screen applications for minimum requirements, conducting reference, criminal history, and driver's license checks, and maintaining EEO information and selection files.
- Conduct new hire orientation and benefit enrollment sessions. Ensure the hiring department conducts their own safety orientation with new hires specific to their work environment.
- Coordinate the administration of employee benefits, including retirement, pre-tax flexible spending accounts, life insurance, health insurance, wellness programs, and deferred

compensation deductions; answer questions and resolve problems; advise employees, retirees, and dependents regarding benefit programs; update websites, coordinate meetings, distribute annual notices, and process the annual open enrollment elections and mid-year changes. Act as COBRA administrator for Flathead County.

- Monitor FMLA and other leave in compliance with federal and state regulations and in accordance with County policy. Facilitate benefit tracking and collection of insurance premiums while employees are on leave.
- Submit first report of injury forms to work comp carrier; monitor work restrictions; identify and arrange light duty work; maintain OSHA logs and post summary report.
- Maintain confidential employee personnel files.
- Responds to employment verification requests and salary survey questionnaires.
- Administer the Drug & Alcohol Testing Program by maintaining the pool list, distributing the random lists to the applicable supervisor in a manner that ensures the strictest confidentiality, arranging post-accident and reasonable suspicion test for the supervisor, filing all documents and maintaining applicable reports, and coordinating annual training sessions.
- Assist in the organization of training and workshops for County employees and managers on employee related issues.
- Monitor documentation for termination of employment, including final work hours and leave benefits due. Conduct exit interviews. Respond to unemployment claims.
- Perform related work as assigned.

Non-Essential Functions:

- Participate in the administration of the Human Resource office to organize and manage HR activities and to recommend and implement improvements in work flow, procedures, and use of equipment and forms.
- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.
- Serve as a resource for payroll and benefit issues. This includes preparing complex reports and analysis as assigned.
- Maintain and order office supplies.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Work is in a normal office environment, and may involve overtime and weekend work during peak workloads.
- Work involves physical demands associated with working on a computer, communicating over the phone and in person, and light lifting and filing.
- Requires vision sufficient to read laws, rules, regulations, contracts, computer printouts and other printed materials; hearing sufficient to hear conversations in person and over the phone; dexterity to operate office equipment; mobility to move in a normal office environment and conduct work site inspections (e.g., safety inspections); strength sufficient to lift and carry office supplies and materials; and endurance sufficient to maintain activity throughout the entire shift.

Supervision Exercised: This is a non-supervisory position.

Knowledge, Skills, and Abilities:

The job requires knowledge of the principles and practices of human resource administration including management principles; employment law; counseling techniques; recruitment and selection; interviewing and investigation; performance management; policy administration; compensation and benefits; labor relations and negotiations; personnel information systems; computer hardware and office software; records management; form design; customer service and customer needs assessment; curriculum and training design; teaching and instruction methods; and technical writing including business letter writing and report preparation.

The job requires skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; entering data accurately and at a speed necessary for successful job performance; selecting and using training/instructional methods; asking questions as appropriate; and conveying information effectively.

The job requires the ability to organize, implement, and maintain a variety of personnel functions; research information and compile data; establish and maintain effective working relationships with employees, other managers, and the public; and to communicate effectively verbally and in writing.

Education and Experience:

The job requires education and experience equivalent to two years of post-secondary education and two years progressively responsible and related professional work experience in human resources and benefits administration allowing opportunity to demonstrate organizational capabilities; or any equivalent combination of education and experience which indicates possession of the knowledge, skills, and abilities listed.

ACTION	DATE	REFERENCE
Adopted	2/6/03	Commissioners Minutes
Revised	10/18/04	Commissioners Minutes
Revised	9/20/06	Commissioners' Minutes (grade change per salary survey recommendation)
Revised	7/1/2014	Commissioners' Minutes