

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: BOR Human Resources Generalist I

Class Code: 11326

Pay Grade: GG

A. Purpose:

Performs a variety of human resources generalist functions in a Board of Regents institution in the areas of recruitment, employment, training, classification, compensation, employee relations, benefits and/or organizational development to ensure human resource policies and procedures are effectively carried out.

B. Distinguishing Feature:

The BOR Human Resources Generalist I performs assigned human resource generalist functions in a Board of Regents institution and provides HR support to mid and senior level human resource staff.

The BOR Human Resources Generalist II performs a combination of generalist and consultant functions in a Board of Regents institution or may specialize in specific functional areas.

The BOR Human Resources Generalist III performs senior level HR consultant functions and leads specific departments within human resources in a Board of Regents institution.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Assists Human Resource management with HR responsibilities and prepares necessary documentation to ensure HR policies and procedures are followed.
 - a. Ensures specified offices are in compliance with policies and procedures.
 - b. Advises managers and makes recommendations for improvements.
 - c. Assists with recruitment process.
 - d. Makes recommendations on salary determinations and adjustments.
2. Assists with employee benefit plans, payroll, leave of absence and other HR related actions to ensure their proper implementation.
 - a. Prepares and reviews data reports.
 - b. Identifies issues and communicates report results to HR management.
3. Informs HR management of possible employee relations issues and makes recommendations for resolution.
4. Advises managers and colleagues regarding HR policies and procedures and makes recommendations for policy and procedure improvements.
5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Human Resources Director. Does not supervise.

E. Challenges and Problems:

Challenged to fulfill objectives of the subject area by developing and implementing necessary processes. This requires the ability to understand theory and put it into practice, typically on a broad scale that includes a variety of subjects and demographics.

Problems include assisting employees at all levels of the organizations and in many cases may be a primary contact, maintaining knowledge of changing rules and regulations that affect program objectives, and maintaining communication among program professionals, program staff, service providers and service users.

F. Decision-making Authority:

Decisions made include which courses of action most effectively carry out processes necessary to provide services and fulfill HR objectives, quality control methodologies to ensure that the correct information is being conveyed to employees, and interpretation of program guidelines.

Decisions referred include establishment of program guidelines and objectives, changes in program direction and intent, legislative issues, and employee relations issues.

G. Contact with Others:

Daily contact with employees and department managers to provide HR information and services.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- human resource functions in the areas of recruitment, employment, training, classification, compensation, employee relations, benefits and/or organizational development, and
- human resource policies and procedures.

Ability to:

- communicate effectively,
- deal tactfully with employees and the public,
- establish and maintain effective working relationships,
- interpret, explain, and apply rules and procedures,
- multi-task and prioritize, and
- organize and maintain a variety of human resource functions.