

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: BOR Human Resources Generalist II

Class Code: 11327

Pay Grade: GI

A. Purpose:

Performs a combination of technical human resources generalist and consultant 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 activities 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. Provides professional level human resource services in the area of recruitment, employment, training, classification, compensation, employee relations, benefits and/or organizational development.
2. Provides coaching and counseling to managers and other customers and employees to resolve employee relations issues.
 - a. Provides training and coaching regarding human resources practices and employee-related programs.
 - b. Organizes and facilitates on-going management of succession and development processes.
 - c. Monitors, analyzes, evaluates, and develops improvement processes.
 - d. Assists in scheduling, assigning training and creating training materials.
3. Works in an assigned specialty area such as compensation, classification, benefits, EEO, etc.
4. Participates in or leads assigned special projects such as strategic planning, branding initiatives, leadership academy, etc.
5. Designs HR measurements that are tied to the institutional strategic plan and the HR strategic plan.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Human Resources Director. May direct the work of other HR staff.

E. Challenges and Problems:

Challenged to determine the best recommended course of action for a department program and activity. This is difficult because of time and cost restraints and ensuring the cooperation of others in providing information and carrying through with recommendations and requirements. Further challenged to ensure consistency in practices throughout the institution.

Typical problems resolved include sensitive employment and employee relations issues; understanding and dealing with the technical nature of department programs and operations; assessing the potential impact of changes to the department and its operations; and gaining cooperation from all levels inside and outside the organization.

F. Decision-making Authority:

Decisions made include hiring decisions/recommendations with departments, employment policy recommendations and decisions with assigned departments or areas of the organization, initial classification recommendations and appeal determinations, benefits direction, format and content of reports, options to recommend to management, and methods for dissemination of information.

Decisions referred include decisions that impact the organization in an employment liability or other fiscal impact.

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 Information System (HRIS) functions and capabilities.

Ability to:

- thrive in an innovative environment,
- demonstrate excellent analytical, communications and interpersonal skills,
- display a strong attention to detail,
- be highly organized and exhibit a high degree of professionalism and confidentiality
- think strategically and work with employee relational problems, and
- manage complex and sensitive employment and employee relation issues.