

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: BOR Human Resources Generalist III

Class Code: 11328

Pay Grade: GJ

A. Purpose:

Performs all aspects of senior human resources work in a Board of Regents institution and leads specific HR areas such as recruitment, employment, training, classification, compensation, employee relations, benefits and/or organizational development to provide effective human resource management to assigned agencies.

B. Distinguishing Feature:

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. 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.

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 consultation to institutional departments to ensure effective and efficient human resource functions are delivered.
 - a. Advances workforce productivity through enhanced human resource areas.
 - b. Provides direction and advice in the areas of best human resources practices, work force planning/development, employee relations, union relations, staffing, competency assessment, leadership/organization development, or total compensation analysis.
2. Serves as project leader in the introduction of strategic HR solutions to achieve desired outcomes and meet customers' needs.
3. Develops, delivers or conducts presentations, training sessions, or interventions with departments to promote awareness of the institution and the mission critical impact of sound HR practices.
4. 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. Assists in scheduling and assigning training.
 - d. Identifies, analyzes, evaluates, and recommends business process improvements, technology enhancements, staffing level changes, and shared services.
5. Leads or participates in special projects.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Human Resources Director. May serve as a lead worker over 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 and 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 to dissemination 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 consultation 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,
- be a skilled relationship builder, demonstrate excellent interpersonal skills and gain the confidence and respect of others,
- display a strong attention to detail,
- exhibit a high degree of professionalism and confidentiality
- think strategically and work with employee relational problems,
- manage complex and sensitive employment and employee relation issues,

- be proactive, solve problems and take initiative, and
- demonstrate strong project management and organizational skills and prioritize activities.