HUMAN RESOURCES GENERALIST

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional human resources work involving responsibility for overseeing diversified personnel and human resources functions including but not limited to New York State mandated functions, human resources programs and operations (e.g., employee relations, training and development, performance management, policy development, etc.) and labor relations (e.g., labor contract negotiations, resolve labor relations problems). The work is distinguished by the diversity of functions, the degree of independent judgment exercised and the complexity of assignments. The work is performed under the general direction of a higher-level administrator or manager and supervision may be provided to other staff. Does related work as required.

TYPICAL WORK ACTIVITIES:
Advises employees on a variety of matters including, but not limited to, New York State Civil Service Law, contract interpretation, retirement, worker's compensation, career opportunities, performance problems, general human resources issues, etc.;
Oversees the dissemination of information regarding a variety of human resources matters;
Meets with management concerning human resources matters (e.g., contract interpretation, disciplinary procedures, etc.);
Analyzes existing personnel, human resources and labor relations policies and procedures and recommends new policies, procedures, work rules, etc. and coordinates and oversees their implementation;
Oversees and participates in the writing of new position descriptions;
Conducts and/or oversees personnel-related human resources and labor relations special projects, as assigned;
Participates in and oversees a variety of technical personnel functions, as assigned (e.g., classification, performance evaluation, maintenance of records, recruitment interviewing, etc.), human resources functions (e.g., performance management policies, training and development), and labor relations (e.g., negotiations, contractual cost analyses);
Oversees and participates in the collection and analysis of wage and fringe benefit data;
Prepares a variety of reports;
Provides assistance in support of labor negotiations by gathering and analyzing pertinent information, preparing reports, making recommendations regarding contract changes, developing contract language, attending negotiation sessions, identifying differences between former and new contracts, integrating contractual changes, etc.;
Manages projects from concept through implementation, as needed;
May assist in the preparation of department budget by analyzing staffing needs and the fiscal impact of same and making recommendations, gathering and organizing information regarding departmental budgetary needs and implementation of same, etc.;
May develop training programs;
May screen applicants and interview applicants;
May provide supervision to employees, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of professional principles and practices of personnel and human resources administration; thorough knowledge of recruitment/selection, training and evaluating employees, job analysis and position classification; thorough knowledge of, and the ability to understand, interpret and apply laws and rules applicable to personnel and human resources processes and procedures; thorough knowledge of New York State Civil Service Law*; thorough knowledge of the principles and practices of labor relations and labor negotiations*; thorough knowledge of Rockland County labor contracts*; ability to coordinate and complete diversified human resources/personnel related projects; ability to prepare reports electronically;

ability to understand, interpret and evaluate complex information, data and written material (e.g., New York State Civil Service law, Rockland County Civil Service Rules, New York State and federal laws, labor laws, policies, manuals, guidelines, and regulations) as it relates to selection, classification, examinations, EEO matters, health insurance benefits, employee benefits, labor relations, contract provisions, etc.; ability to manage the application of Human Resources related software systems to Human Resources activities; ability to supervise professional, technical, and clerical staff; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with employees at various levels of government and with the public.

MINIMUM QUALIFICATIONS: A Bachelor's degree <u>and</u> six (6) years of managerial, administrative or professional level experience in personnel/human resources, which included at least two (2) years of direct oversight of staff engaged in two (2) or more personnel or human resources functions: recruitment and talent acquisition, selection, classification, job development, compensation and employee benefits, payroll, employee training and development, employee and labor relations, performance management, compliance, HRIS management, etc.

NOTES:

1. A Bachelor's degree or higher in Psychology, Industrial/Organizational Psychology, Labor Relations, Human Resources, Business Administration or comparable curriculum, may be substituted for one (1) year of the required general experience.

2. Additional years of the required experience may be substituted for the college degree on a year-for-year basis.

*To be demonstrated during the probationary period.

R.C.D.P.   (05.17.2021)   08.23.2024
Competitive