

JOB TITLE: Human Resources Generalist

FLSA - Exempt, Grade 11

DEPARTMENT: Executive, North Central Alabama Regional Council of Governments

JOB SUMMARY: This position is responsible for administering and professionally executing the functions of human resources including but not limited to managing and overseeing personnel records, hiring and interviewing staff, administering compensation, benefits, leave, and generating reports.

MAJOR DUTIES:

- o Maintain employee personnel files to federal and state standards.
- o Administer various employee benefit programs, such as group health, flexible spending accounts, dental, supplemental insurance, life insurance, 457(b) deferred comp, wellness benefits, and worker's compensation.
- o Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborate with departmental managers regarding skills and competencies required for openings.
- o Conduct background checks and employee eligibility verifications. Implement new hire orientations, onboarding tasks and reporting, employee recognition programs, employee out-processing and exit interviews.
- o Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments.
- o Manage drug and alcohol testing according to agency, state and federal requirements.
- o Respond to employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- o May assist with constructive and timely performance evaluations.
- o Assures agency compliance with federal, state, and local employment laws and regulations.
- o Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- o Performs other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of effective human resources practices, including employment laws, and supports employee and agency objectives using general knowledge of HR principles and practices.
- o Knowledge of employment-related laws and regulations.
- o Knowledge of computers, Microsoft Office Suite and job-related software programs.
- o Knowledge of NARCOG policies and procedures, federal and state guidelines, and audit standards.
- o Knowledge of general accounting and budgeting procedures.
- o Skilled in oral and written communication.
- o Skilled in maintaining effective relationships, negotiation, problem solving and conflict resolution.
- o Skilled in organization, time management and proven ability to meet deadlines.
- o Act with integrity, professionalism, and confidentiality.

**SUPERVISORY CONTROLS:** None.

**GUIDELINES:** Guidelines include North Central Alabama Regional Council of Governments policies and procedures, relevant federal and state laws, government accounting procedures, grant requirements, and state and federal contracts. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied administrative and management duties in directing the human resources operations of the North Central Alabama Regional Council of Governments. Frequent interruptions, frequent changes to regulation and the need to perform a variety of tasks at the same time contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to maintain and administer the human resources operations of the agency. Successful performance assures effective and efficient operations providing personnel support and accurate and timely information to supervisors and staff.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, local and state elected and appointed officials, other agency administrators, public service providers, community and business leaders, human service professionals/planners, educators, healthcare providers, advocacy groups, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, resolve problems, motivate and influence persons, and negotiate and settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None

**MINIMUM QUALIFICATIONS:**

- o Bachelor's degree in Business Administration, Human Resources Management or related field preferred.
- o Minimum of three years of experience in human resources.
- o Excellent verbal and written communication skills.
- o Proficient with Microsoft Office Suite.
- o Proven ability to organize and prioritize tasks and execute them in a timely manner. Strong interpersonal skills are essential.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.