



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Human Resources Generalist**
 Job Family: **Support Services**
 Prepared/Revised Date: **May 26, 2015**

FLSA Status: **Exempt**
 Pay Range: **SS35Y**
 Job Code: **33407**

SUMMARY: Work collaboratively with Human Resources Managers, Executive Director, Technicians, and other members of the Human Resources team in the areas of recruitment, selection and retention, performance evaluation, employment law compliance, federal and state reporting, staffing, data analysis and compensation. Research, analyze, develop, interpret, monitor, and recommend various human resource policies, procedures, programs, practices, services, and materials specifically related to recruitment and hiring, onboarding, compensation, evaluation and employee file analysis and management. Research and interpret applicable state and federal policies and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Research, collect, and analyze data related to hiring, retention, staffing, performance evaluation, and compensation. Complete salary surveys and assist in the compensation analysis and recommendation process.	D	20%
2. Create, revise, and maintain District job descriptions; coordinate the physical abilities requirements and pre-employment and return to work physicals for certain positions. Research, analyze and make recommendations for placement of new positions on the salary schedule.	D	20%
3. Serve as a resource for hiring managers, review and screen applicants; provide appropriate hiring policies and procedures. Assist in hiring processes as needed.	D	10%
4. Establish initial salary placement on salary schedules for new employees, assist with the hiring, onboarding and contract process for new staff. Work with HR Technicians and the Payroll department regarding employee pay issues, job code changes and pay rates.	D	5%
5. Coordinate and submit annual CDE HR report, Title I Comparability report, annual HR department data report, biannual EEOC report and other reports as needed or requested; ensure accuracy of information in Business Plus system for reporting purposes. Work closely with Business Systems Analyst and Information Technology department regarding reporting needs.	M	15%
6. Coordinate the District's evaluation systems and processes including communication with departments and sites, maintenance of forms, management of evaluation systems and coordination of reporting efforts.	M	10%
7. Serve as the District's Human Resource Information Systems administrator including Business Plus, Applitrack and evaluation systems. Review system processes and department procedures and make recommendations for improvement and efficiencies.	M	5%
8. Assist in employee relations issues, serve as a liaison between departments on employee leaves of absence and coordinate long term substitutes when necessary.	M	5%



9. Work with staff to identify opportunities for process improvements and efficiencies. Provide project management for new systems, processes and/or procedures.	M	5%
10. Attend work and arrive in a timely manner.	D	1%
11. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Human Resources Management or related field
- Three to four years of experience in Human Resources
- Experience in Human Resources in public education environment or public entity strongly preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license
- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to be a part of/work with a team
- Ability to analyze and interpret data
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of employment laws and general HR practices
- Knowledge of Colorado Department of Education regulations and guidelines
- Knowledge of district, state, and federal policies and procedures
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle or feed			x	
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy		x		
Coordinate			x	
Instruct			x	
Compute				x
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile				x
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	