

## **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 the principles and practices of personnel and human resources administration; thorough knowledge of the techniques of job analysis and position allocation; good knowledge of the principles and practices of labor relations and labor negotiations\*; good knowledge of Rockland County labor contracts\*; good knowledge of the techniques of recruiting, training and evaluating employees; ability to understand and interpret complex written material, especially New York State Civil Service Law and labor contract provisions; ability to supervise the work of others; ability to develop long-term plans and policies, especially as they pertain to human resources administration and employee development; ability to communicate effectively, both orally and in writing; ability to initiate and maintain cooperative relationships with others.

(over)

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Psychology, Industrial/Organizational Psychology, Labor Relations, Human Resources, or comparable curriculum, and five (5) years of managerial, administrative or professional personnel/human resources experience, at least one (1) year of which must have included the administration or supervision of a diversified\*\* personnel or human resources program.

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

\*To be demonstrated during the probationary period.

\*\*Diversified shall be defined as including several personnel/human resources functions such as classification, compensation, benefits, performance evaluation, training, labor relations, etc.