



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Human Resources - Generalist	<u>Effective Date:</u>	August 2024
<u>Department:</u>	Human Resources	<u>Salary:</u>	\$19.32 - \$23.18* *Depending on qualifications
<u>Accountable to:</u>	Director of Human Resources	<u>Status:</u>	Full-time, Non-Exempt

PRIMARY OBJECTIVES

The Human Resources Generalist provides administrative support to the Human Resources department by handling data entry, personnel records, and administrative processes, assisting with general benefits administration and coordination, and assisting employees in resolving problems and answering their questions. This role involves handling advanced tasks independently to ensure effective HR operations, confidentiality, and compliance.

Supervision Received

Work is performed under the general direction of the Human Resources Director.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Maintain and update HR systems regularly, ensuring all employee data is accurate and current.
2. Collaborate closely with hiring managers in creating and updating job descriptions in compliance with all local, state, and federal regulations.
3. Efficiently process applications and assist with recruitment activities, including but not limited to receiving and organizing applications for open hourly positions and coordinating with managers to schedule interviews and onboarding as requested.
4. Ensure all onboarding documents are comprehensive, accurate, and timely processes, audit and compliance of I-9 paperwork, with the ability to follow general guidelines to resolve discrepancies.
5. Assist in conducting background checks and reference verifications for potential employees.
6. Monitor, track, and update necessary certifications for all employees.
7. Generate and prepare insightful HR reports, flyers, or handouts.
8. Provide support across a range of HR functions, including employee relations and staff development.
9. Answer phones and attend to the HR and main lobby/window as needed. Answer questions, greet visitors, and take messages. Coordinate HR office as needed.
10. Complete employment verifications as needed.
11. Assist the HR department with employee events.
12. Performs other duties as assigned. *Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

MINIMUM QUALIFICATIONS

- Valid Texas Driver’s License.
- Moderate (1-3 years) experience required.
- Professional certifications in HR (such as PHR, SPHR, SHRM-CP, or SHRM-SCP), or ability to obtain within four (4) years

OTHER PREFERRED QUALIFICATIONS

- HIPAA training, or ability to complete within 3 months of hire
- Cybersecurity training, or ability to complete within one year of hire

COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and meet the following competencies.

- Solid understanding of current, best HR practices and labor laws.
- Excellent written and verbal communication skills.
- Exceptional organizational skills, with a proven ability to prioritize tasks.
- Able to maintain confidentiality and exhibit a high level of professionalism.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and detailed hearing requirements - hear detailed information through oral communication and/or to make fine distinctions in sound.

Emotional Demands

This position must handle the stress level of dealing with some argumentative or emotional contacts within the public and Victoria County departments. The position meets with contacts in a structured setting at Victoria County facilities. The contacts are generally cooperative. However, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Exertion (Pounds)	
Up to 10	Occasionally

Up to 25	Occasionally
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures		
Work near moving mechanical parts	Seldom or never	
Work in high, precarious places	Seldom or never	
Toxic or caustic chemicals	Seldom or never	
Outdoor weather conditions	Seldom or never	
Extreme Cold, non-weather	Seldom or never	
Extreme Heat, non-weather	Seldom or never	
Noise Level	Quiet	

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.