

HUMAN RESOURCES GENERALIST

GENERAL STATEMENT

Provides human resource and compliance services including administration of board policy and monitoring of system-wide HR processes for the purpose of compliance with federal, state and local employment law. Develops and maintains employee training and development programs. Maintains and communicates HR process and procedural documentation. Performs compensation analysis including salary survey data collection and analysis; issues employment offer letters and contracts, salary statements, and other compensation related documents.

REPORTS TO:

Director of Human Resources

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's Degree in a business or management related field or an Associate Degree plus five years' experience in state agency or higher education employment procedures, required.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Required:

- Three to five years' experience at a state agency or institution of higher education in a position involving the following:
- Policy and procedure development, interpretation, implementation and compliance.
- State, federal and local employment law.
- Simple budgetary/accounting tasks for the purpose of generating budget adjustments.
- Evaluating, documenting, streamlining and implementing departmental procedures.
- Routine use of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher), Adobe Pro, Adobe forms, Adobe sign.
- Experience facilitating face-to-face training.

Preferred:

- Experience in training and development, project management, and creative website development.
- Use of iSeries (AS400), ERP or other database computing systems, Image Now or other document storage systems, Web Ex or other telecommunication video chat applications preferred.

OTHER:

- Ability to communicate effectively, both verbally and in writing.
- Strong interpersonal skills; ability to establish and maintain effective working relationships with faculty, staff, administration, students, board members, and external communities.
- Ability to maintain confidentiality and empathy.
- Ability to work independently as well as collaboratively while applying sound judgment and analytical skills.
- Ability to manage multiple concurrent assignments and change priorities quickly with minimal disruption.
- Ability to maintain a calm demeanor in difficult situations.

DUTIES AND RESPONSIBILITIES:

- Administer legal and local board policies including drafting new policies for consideration by supervisor, providing policy interpretation and compliance assistance to faculty, staff and administration, and communicating policy updates to appropriate personnel.

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- Maintain TASB Board Policy Online and serve as point of contact for TASB policy consultant.
- Continually monitor system-wide hiring procedures for the purpose of EEOC compliance.
- Develop, document and maintain HR processes and procedures; communicate processes and procedures to college community.
- Enhance and maintain HR website for the purpose of communicating accurate information for institutional and public consumption.
- Assist in maintaining system-wide training modules for complying with personnel training requirements under federal and state law such as Title IX, discrimination, sexual harassment and other similar programs.
- Assist in the development, implementation and maintenance of organizational training programs.
- Assist in compiling documentation and/or files for the purpose of audits, i.e., I-9 audits, MVR Audit, personnel files for various accreditation audits, and other similar audits and reviews.
- Recommend annual training and development budget to supervisor.
- Perform general compensation analysis.
- Respond to and conduct salary surveys; compile data and analyze responses.
- Recommend survey-based salary ranges to Director of Human Resources for salary study purposes.
- Issue employment offer letters in a timely and accurate manner.
- Issue employment contracts and salary statements in a timely and accurate manner.
- Provide data for employment, and compensation related reports.
- Attend meetings as requested by supervisor.
- Serve as back up for other departmental staff during break periods or absences.
- Other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require minimal travel.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 5/1/13

Revised: 2/6/2017

JD562