

**MONTROSE COUNTY
POSITION DESCRIPTION**

Job Title:	Human Resource Generalist	Job Number:	
Dept:	Human Resource	Division:	Internal Services
Pay Range:	144	FLSA Status:	Exempt

General Statement of Duties: Assist the Human Resources Director with providing consultation and services to all County departments and elected offices. Provide support in Human Resources management and employee relations consistent with the values and strategic direction of Montrose County.

Supervision Received: Works under the general guidance and direction of the Human Resources Director.

Supervision Exercised: As assigned.

Examples of Duties: The listed examples may not include all duties which may be found in positions of this class.

General Duties

- Carryout the role of: “advocate to the employee while representing the County.”
- Assist the Human Resources Director in appropriately interpreting, and consistently applying, policies and procedures.
- Assist the Human Resources Director in conducting investigations when employee complaints or concerns are brought forth.
- Assist employees and supervisors in their understanding of the County personnel policies.
- Represent the County in employee “third party” relationships, including insurance claims, background checks, professional services, employment verifications, and the protection of sensitive information.
- Insure prescribed procedures are followed and schedules are met for fulfilling regulations and statutes.
- Oversee the analysis, maintenance, and communication of records required by law, governing bodies, or other departments in the County, including: employment eligibility determination, Family Medical Leave Act, Drug Testing Programs, and Fingerprinting Procedures.
- Act as the claims contact for State Unemployment.
- Provide or make referrals for Employee Assistance Program (EAP) services for County employees as needed.
- Attend seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in field; review professional journals, attend association and professional meetings and otherwise maintain contacts with professionals to facilitate exchange of information.
- Assist and attend Employee Taskforce events.
- Perform special studies, projects, and additional work as required.

Staffing

- Drive the recruitment process for positions across the County. Duties include: working with hiring managers in identification of staffing needs, interviewing, making offers, performing background checks, facilitating on-boarding of new hires.
- Assist in the interviewing and selecting of employees. Support the growth and skill of hiring managers to maintain a recruiting process that is effective and reduces legal exposure for the County.

Training

- Assist with training of employees and supervisors when requested.

Benefits

- Serve as a resource to current and new employees to explain benefit options and details.
- Recommend changes to plans that will improve employee acceptance, maintain a competitive position, minimize costs, and meet legislative and regulatory requirements.
- Prepare insurance and retirement-related reports and plan descriptions required by government agencies.
- Oversee annual open enrollment.

Risk Management/Workers Compensation

- Identify, evaluate, control, and minimize the County's exposure to loss or damage to physical assets, workers' accidents or injuries, fidelity losses, and losses from liability claims.
- Serve as staff specialist in safety by developing and implementing procedures to effectively control accident and health exposures in the organization.
- Act as claims contact for property, casualty, liability, and workers' compensation insurance plans.
- Gather and analyze loss information; identify conditions and situations conducive to loss exposure; implements loss control measures.
- Plans and assist with the direction of safety, fire prevention, security, and other loss prevention programs.
- Ensure timely processing of workers' compensation claims, casualty/property/ liability claims; investigate accidents and file claims/reports; ensure the County is in compliance with applicable laws and regulations; provide training and guidance in claim reporting. Evaluate, on a regular basis, the costs incurred from various risks to determine whether a revision of policies is in order.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities:

- Excellent writing and grammar skills.
- Excellent interpersonal skills.
- Strong Microsoft Office experience.
- Ability to maintain separation between work and private relationships.
- Ability to maintain confidentiality.
- Creative ability, writing proficiency, visual graphics design ability.
- Proficient knowledge of benefits available to County Employees.
- Ability to work 40+ hours on a weekly basis as scheduled.
- Experience in audiovisual presentations as well as graphic communication.
- Good organizer, meticulous, and good public speaker to successfully moderate large groups.

- Demonstrated ability to coordinate multiple priority projects involving different functional areas of the Human Resources function and other departments within the County.
- Possess considerable knowledge of insurance in at least one of the following areas and the ability to gain a thorough knowledge in all these insurance areas within one year of employment.: health/benefits, workers compensation, liability, and property.
- Demonstrate considerable knowledge of Human Resource management principles and practices, policies and procedures; and state and federal statutes applicable to operations of county government.
- Demonstrate considerable knowledge of the principles, practices, methods and techniques of developing, implementing and monitoring work place safety programs, accident prevention, investigation, and methods of eliminating hazardous conditions; and the ability to enforce safety rules, regulations, and policies firmly, objectively, and tactfully.
- Ability to establish and maintain effective working relationships with County Administration, employees, subordinates, supervisors, elected officials and the public.
- Ability to coordinate, prepare, and recommend appropriate action based on employment related issues.
- Ability to drive a County vehicle and travel to locations in Colorado, including: Nucla/Naturita, Grand Junction and Denver.
- Completion of required emergency management courses within one year of employment.

Licenses: Must possess a valid driver's license.

Education: Bachelor's degree in Business, HR or a relevant area. Professional HR certification preferred.

Experience: 3-5 years experience HR administration in a high growth, changing environment with a solid track record of successfully implementing HR programs and initiatives. Experience as at a Generalist level preferred.

PHYSICAL DEMANDS & WORKING CONDITIONS: Must be able to perform the essential job functions as listed in "Examples of Duties." Dexterity to manipulate keys, keyboard and computer mice. Adequate hearing and visual acuity and to coherently understand and speak in small and large group environments. Requires sitting for extended periods of time. Lifting up to 10 pounds on a regular basis.