



GILLESPIE COUNTY, TEXAS HUMAN RESOURCES OFFICE JOB DESCRIPTION

Department: Human Resources

Position/Class Title: Human Resources Generalist

Pay Grade: 15

Employment Status: Non-Exempt

Direct Reports: 0 Full-time; 0 Part-time

GENERAL DESCRIPTION:

The Human Resources Generalist assists the Director of Human Resources with the administration of day-to-day operations of the Human Resources Department. This includes processing employee paperwork and benefits; processing payroll; posting jobs; answering phone, email and in person inquiries; and performing any other tasks as may be assigned.

ESSENTIAL JOB DUTIES:

Essential duties/functions, under the supervision of the Human Resources Director, may include but are not limited to the following:

1. Process new hire paperwork.
2. Administer new hire orientation.
3. Enter employee benefits information.
4. Assist with coordinating, entering, and submitting payroll.
5. Process termination paperwork.
6. Run employee background checks and other verifications as necessary.
7. Answer inquiries made by phone, email and in person.
8. Schedule insurance appointments, meetings and other events.
9. Assist with preparation of workers compensation injury reports and follow-up paperwork as needed.
10. Write letters on various topics as is needed in the Human Resources Department.
11. Gather information for employment verifications.
12. Maintain Human Resources physical and electronic filing system.
13. Responsible for county key control.
14. Communicate personnel changes that relate to payroll and benefits.
15. Act on behalf of Human Resources Director as required.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Maintain confidentiality of records as required by law.
2. Communicate effectively, both orally and in writing.
3. Effectively use office equipment such as computer, copier, scanner and calculator.
4. Perform assigned duties without continual supervision and make sound, independent judgments.
5. Manage multiple and changing priorities as may be necessary.
6. Establish and maintain effective working relationships as necessitated by work assignments.
7. Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.
8. Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
9. Perform other related duties / functions as may be required or as delegated by the Human Resources Director.

Job Title: HUMAN RESOURCES GENERALIST

EDUCATION AND EXPERIENCE:

1. High School Diploma or equivalent.
2. Two years of clerical experience preferred.
3. Must be at least 18 years of age.
4. Must consent to and pass criminal background check.

ENVIRONMENTAL WORKING CONDITIONS AND SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol- free working environments. Location of this position is in the Gillespie County Courthouse which consists of a normal office environment with heat and air conditioning in a multi-person work area. Occasional work will be done in storage areas which have little to no air handlers.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, typewriter, fax, scanner, copier). The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system will require stooping/bending and moving/lifting/pulling storage files and boxes.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular work attendance is essential. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations.

Job Title: HUMAN RESOURCES GENERALIST

SIGNATURES

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

IMMEDIATE SUPERVISOR

DATE

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES DIRECTOR

DATE

I have read this job description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE



Gillespie County is an equal opportunity employer committed to achieving excellence and strength through diversity. The County seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed.