

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

HUMAN RESOURCES GENERALIST

Department: Administration

Pay Grade: P101

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, responsible for human resource duties, including processing of personnel transactions, compensation, personnel record-keeping, and benefits.

ESSENTIAL JOB FUNCTIONS

- Ensure Department of Labor compliance; interpret and apply labor and employment laws, rules and regulations per Government Code and Federal laws.
- Maintain accurate and consistent document/record processing and organization.
- Assist in recruiting process: job description creation/posting, handle inbound recruiting tasks, manage, and support outbound recruiting; interview scheduling and applicant tracking.
- Responsible for preparation of offer letters, reference checks, degree verifications, eligibility verification, investigation, and compliance with background checks as appropriate.
- Responsible for updating hiring packets and new hire orientation for all assigned divisions and/or locations.
- Work with insurance carriers, process claim reports and follow up with injured workers.
- Maintain vehicle insurance records and minor work permits.
- Maintain relationships with outside supplemental insurance agent and insurance brokers for health benefits.
- Act as a point of contact for legal counsel as required for labor relations, and conduct District work related to this area.
- Assist with day-to-day employee benefits and personnel-related questions.
- Assist with preparation of all necessary District communication pieces (i.e.: benefit offerings, compensation, policies, procedures, and employee manual).

- Facilitate employee salary and benefit surveys. Maintain records of summaries, statistics, and follow up.
- Maintain the District's policies regarding Standards of Conduct and Confidentiality.
- Maintain accurate and up-to-date position list and salary schedule for all departments on District website.
- Serve as primary back-up to payroll, collecting timesheets and running payroll as necessary.
- Work with the Accounting Specialist to verify payroll accuracy.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate degree in human resources, business, finance, communications, public administration or related field, or Human Resource Professional Certification with minimum of two (2) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification are required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening, and criminal justice fingerprint clearance/background check required. Experience with CalPERS system a plus.

Knowledge, Skills, and Abilities:

- Knowledge and enforcement of employee rights, benefits, and obligations.
- Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and contact management systems.
- Skilled in oral and written communication.
- Ability to read and interpret documents such as general business periodicals, professional journals, technical procedures, or governmental regulations, contracts, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to develop and write reports, conduct analysis, and correspondence.
- Ability to operate basic office equipment and be PC literate with software applications in use at the District.
- Ability to multitask to handle competing priorities and demands, keep accurate records and prepare detailed reports.
- Ability to communicate effectively with the public, organizations, employees, user groups, and community leaders in oral and written form.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasionally working alone; be self-motivated, work independently, and manage time well.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date