TITLE: **Human Resources** **Lead Generalist**

QUALIFICATIONS:

1. Associate Degree in Human Resources related field preferred, or
2. Holds certification in human resources or related field from an accredited community college, college, university or human resources credentialing authority (HRCI, SHRM, etc.) or
3. Has five (5) years of experience in human resource management, benefits administration and/or employment law
4. Has demonstrated competence in compliance requirements related to employment laws, statutes, regulations and policies
5. Proficiency in the use of computers, standard computer programs and human resources related software, to include intermediate to advanced skills in spreadsheet, word processing, presentation and e-mail software as well as online vendor billing software systems.
6. Excellent customer service and interpersonal communication skills including the ability to communicate and work effectively with employees, staff, and plan administrators

REPORTS TO: Assistant Director Human Resources

JOB GOAL: To provide overall support to each generalist within the Human Resources department.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures, and directions related to generalist job responsibilities
2. Oversee and assist the work of the HR Generalists in all aspects of hiring certified, classified and extra duty staff to include:
* Processing Staffing Requests
* Managing job postings
* Processing employment recommendations
	+ - Conducting new hire orientations
* Administering job transfer request
	+ - Verifying employment experience
		- Maintaining position control
		- Processing status changes
		- Preparing and distributing employee contracts
		- Coordination of termination process
1. Understand processes of all generalists and assume duties of any generalist in the event of an absence
2. Communicate with district administration to fill vacancies expeditiously
3. Provide timely Human Resources’ support to all district employees
4. Coordinate special projects and assignments with Human Resource team
5. Serve as a liaison between Human Resources and other departments within the Central Office
6. Assist HR administrative assistant in compiling information necessary for board of education meetings
7. Maintain proficiency in current HR technologies and develop competency in emerging HR software
8. Assist in keeping personnel processes in compliance with federal, state, and local laws, regulations, policies and contracts. Provide information to other departments, applying knowledge of district policies and procedures
9. Assist in maintaining and updating all job descriptions, employee handbooks and departmental website information, assuring that they are accurate and up-to-date
10. Perform other related duties as assigned as by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 13)
* 8 per day
* 40 per wk.
* 246 days
* 12 months
* Board approved XX/XX/2017