



## **Job Description**

### **Human Resources Generalist - EXEMPT**

#### **Summary**

The Human Resources Generalist (HRG) works under general direction of the General Counsel. The HRG will manage internal processes for a wide range of human resource (HR) matters, including but not necessarily limited to, employee relations, personnel policies and procedures, employee benefits, recruitment, training, employee retention.

#### **Job Description**

The HRG performs a full range of complex assignments under general supervision and minimal detailed guidance to work collaboratively with management, consultants, and staff to administer HR policies, procedures, and processes. The HRG is responsible for performing administrative and professional program level work to manage the daily operation of planning, organizing, and implementing a compliant HR program, coordinating programs and services including employee relations, HR policy administration, recruitment, classification and compensation, organizational development, performance evaluation, personnel actions and benefits administration. The HRG provides guidance on state and federal law related to HR policy and compliance with employment laws.

#### **Supervisory Responsibilities**

This position has no supervisory responsibility.

#### **Essential Duties and Responsibilities (Illustrative Only)**

- Plans, implements and administers programs and activities to carry out HR goals and objectives.
- Collaborates with the General Counsel and outside consultants to advise the CEO and department directors, managers, supervisors and employees in the interpretation and application of HR rules, policies and procedures and state and federal laws related to professional development and training, recruitment, selection, classification, compensation, benefits, disability management, management rights and responsibilities, performance management and recognition, and equal employment opportunity regulations.
- Drafts and proposes HR policies, rules and guidelines, and recommends and implements changes as needed as a result of legislation, trends, and developments.
- Collects data to develop and analyze compensation surveys and schedules.
- Conducts recruitment and advises and assists department directors in hiring processes.
- Provides direction for employee orientation for newly hired staff.
- Maintains or oversees the maintenance and management of HR records and files.
- Assists in reviewing and administering performance evaluations.
- Coordinates with the Department of Internal Operations, as necessary, to provide personnel change and benefits information.
- Reviews and analyzes technologies applicable to the work and makes recommendations regarding effective use of integrated systems.
- Assists in HR budget development.
- Reviews and approves HR department invoices, including benefits and consultants, for payment.

#### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **Experience/Education**

A combination of education and experience that would provide the knowledge and abilities listed. Typically, equivalent to possess of a bachelor's degree from an accredited college or university in human resources, business, psychology or a related field and at least three years of experience in human resources. Experience working in a public utility and/or a Community Choice Aggregate program is desirable. SPHR or SHRM-SCP certification strongly preferred.

## **Knowledge of**

- Principles and practices of modern public personnel and HR administration, including federal and state laws, case law, rules, and regulations related to the field.
- Principles and methods of recruitment, examinations, job classification, wage and salary administration, and equal opportunity employment.
- Principles and practices of modern training techniques, including ongoing employee development and skills/needs matching.
- Training objectives, methodologies, and evaluation.
- Principles and practices of classification and compensation system management including statistical analyses and cost projections.
- Principles and techniques of public administration, including program planning, implementation and evaluation, budget development and analysis.
- Functions and operations of general HR policies and procedures.
- Modern office procedures and methods including automation and computer applications and software related to the work.
- Research methodology, policy development, report writing, and basic statistical techniques.
- Contract development and administration.

## **Ability to**

- Recognize and resolve problems of a sensitive or political nature.
- Analyze complex employment situations, assess benefits and potential any provide a proposed action and alternatives, and make effective recommendations to implement or ensure implementation of recommendations.
- Analyze data and statistical issues; draw sound conclusions and make effective recommendations.
- Identify and analyze problem areas and provide recommendations and solutions for department management teams related to HR issues including collecting and analyzing data, drawing valid conclusions from available information, and projecting consequences of decisions and recommendations.
- Analyze, collect, interpret and evaluate a variety of complex qualitative and quantitative data; compute cost/benefit ratios; project costs.
- Manage a variety of simultaneous work projects to meet established timetables and commitments.
- Conduct mediation and group problem solving.
- Establish and maintain effective working relationships with those contacted in the course of the work, including officials and managers, representatives of other governmental agencies, community, business and other groups, employees, and the public.
- Evaluate and make recommendations to successfully implement, and administer effective employee relations, benefits, classification, organization development and training, and recruitment and selection programs and processes.
- Maintain and update an Employee Handbook and other HR policies, procedures, and guidelines.
- Develop and implement communications strategies and plans for keeping employees and managers informed.
- Develop and provide for new employee orientation.
- Effectively communicate, both orally and in writing, including making presentations of findings, recommendations, and policies orally or in writing to Board members, department directors, and employees.
- Lead and train administrative support staff in the conduct of their work related to HR.
- Prepare clear and concise reports, policies, procedures, correspondence, and other written materials.

- Operate a personal computer in a Windows environment; utilize word processing, spreadsheet and data base software.

### **Working Conditions**

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 40 pounds. MBCP will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

### **Licenses/Certificates**

Requirement: Possession and continued maintenance of a valid class C California driver's license, automobile insurance, and a safe driving record. A DMV background check is required. A background check is required for finalist. SPHR or SHRM-SCP certification strongly preferred.

### **Location and Compensation**

MBCP is located in the City of Monterey. MBCP offers a competitive compensation structure commensurate with experience. A full benefits package is also offered as part of full-time regular employment.

### **Equal Employment Opportunity**

MBCP is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

### **Application Process**

The position is open until filled. To be considered for this position, please submit an MBCP application, detailed resume, and cover letter via the following link:

<https://hrtogo.agilehr.com/PrivateCareerPortal/JobDetail.aspx?RequisitionId=24313&SourceId=1309>

Resumes will be screened in relation to the criteria outlined in the job description. Candidates deemed to have relevant qualifications will be contacted.