



Position Title: Human Resources Generalist
Supervisor's Title: Director of Administrative Services
FLSA Status: Exempt
Positions Supervised: None
Creation/Revision Date: July 26, 2022
Starting Wage: \$61,688 - \$76,210

PURPOSE OF POSITION:

The Human Resources Generalist advances the mission of PenMet Parks by performing tasks required to administer and execute human resource programs including but not limited to compensation, benefits, leaves of absence, performance and talent management, training and development, recognition, employee engagement and morale, occupational health and safety, disciplinary matters, disputes and investigations. The Human Resources Generalist regularly engages with staff.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES/DUTIES:

1. Assesses and administers human resources policies, procedures, programs, and plans.
2. Provides guidance and support to executives, leaders, and employees on various human resources activities and issues. Responds to employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
3. Implements and maintains processes and procedures to provide centralized and consistent recruiting. Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions. Collaborates with departmental managers to understand the knowledge, skills and competencies required for openings. Assists with the recruitment process by identifying candidates, conducting reference checks, and issuing employment contracts. Conducts or acquires background checks and employee eligibility verifications.
4. Creates onboarding plans and performs orientation sessions to educate newly hired employees on HR policies, internal procedures, and regulations. Ensures new hire paperwork is completed and updates employment records.
5. Collects and maintains HR data related to compensation, benefits, training, and recruitment. Manages the organization's employee database and prepares and submits reports on general HR activity. Makes recommendations for improved data management and reporting.
6. Provides administration of the District's benefits. Coordinates benefits enrollment and responds to questions from employees.
7. Recommends and implements strategies to assess employee engagement and programs to optimize employee motivation and engagement. Evaluates and administers employee recognition programs.
8. Coordinates the performance management process and provides guidance on performance management documentation and discussions.
9. Supports staff development and assists with identifying career pathways.

10. Coordinates and tracks employee training programs, certifications, and continuing education for the District staff.
11. Investigates complaints brought forward by employees, establishing a fair, equitable, objective process and outcome. Attends and participates in employee disciplinary meetings, terminations, and investigations.
12. Develops, coordinates and administers the organization's internship program. Identifies the intern needs of the various departments and ensures reconciliation with the available budget. Assists in the selection of interns and provides orientation to interns upon hire.
13. Prepares internal employee communications regarding human resources programs, compensation, benefits, and company policies.
14. Reviews HR policies and practices and ensures they comply with federal, state, and local employment laws and regulations, and recommended best practices.
15. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law. Recommends and incorporates changes based on updated knowledge.
16. Maintains and protects the confidentiality of work-related issues, customer records, and restricted District information.
17. Takes responsibility and ownership for successfully accomplishing work and the organization's objectives and delivering results.
18. Ensures work is thoughtfully completed, accurate, and error free to the highest degree possible.
19. Supports an inclusive work environment that respects diverse ideas, backgrounds, and styles.
20. Performs other duties as assigned.

QUALIFICATIONS:

Required Experience:

- Three years of experience in human resources management.

Required Education:

- Bachelor's degree in Human Resources, Business Administration, or related field(s) required.

Professional Licenses/Certifications:

- SHRM Certified Professional (CP) or HRCI Professional Human Resources (PHR) preferred.

Knowledge/Skills:

- Fantastic knowledge of HR functions and best practices.
- Thorough knowledge of employment-related laws and regulations.
- Proficiency with or quickly learns the organizations HRIS and talent management systems.
- Efficient HR administration and people management skills.
- Remarkable conflict management skills.
- Strong decision-making and problem-solving skills.
- Performs multiple tasks simultaneously.
- Ensures work is thoughtfully and professionally completed with a meticulous attention to detail.
- Prioritizes and organizes work based on objectives and desired outcomes.
- Assesses situations proactively and effectively and takes initiative with minimal supervision.
- Works cooperatively and collaboratively with internal and external customers, partners, and the public.

- Possesses strong written, listening, and verbal communication skills.
- Provides high-quality, responsive, and personable customer service to a broad range of internal and external customers.
- Acts with integrity, professionalism, and confidentiality.
- Collaborates and shares responsibility for decisions and monitors progress toward goals by establishing strong feedback channels.
- Superb computer literacy with capability in email, MS Office, and related HR software.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Work is performed in an office environment.
- Prolonged periods of time may be spent using a computer, telephone, and other office equipment.
- Some work will be performed in settings with exposure to varying environmental and weather conditions.
- The position will occasionally be required to lift and carry up to 10 pounds.
- This position will require seeing, talking, walking, standing, bending, crouching, crawling, carrying, pushing, and pulling.
- Some local travel will be required for meetings and visiting District facilities.
- Valid Washington driver's license (required).

“This job description is a summary rather than a detailed list of the duties performed. The essential functions, knowledge, skills, and working conditions may change along with business needs. This job description does not constitute a contract between employer and employee as employment is at will. Peninsula Metropolitan Park District provides reasonable accommodations to assist qualified individuals in order to perform the essential functions their job requires.”