HUMAN RESOURCES JOB FAMILY
CAREER PATH

Human Resources Generalist

This is a first-level professional human resources position responsible for supporting an agency in one or more areas of human resources under limited supervision. Duties may include, but are not limited to, providing advice and support related to recruitment and selection, onboarding, classification, salary analysis, benefits, appointments, employee grievances, equal employment opportunity/civil rights, and/or performance evaluation. Duties are completed ensuring compliance with relevant federal and state laws. Reports may be prepared for agency or statewide managers and utilized for the purpose of managing human resources. Work may include participating on project teams within designated program areas or other human resources program areas toward the end of enhancing statewide human resources programs. Employees may also direct and review the work of lower-level employees, in areas such as payroll and related actions.

Knowledge, Skills, and Abilities

In addition to those identified in the previous levels within this career path:

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all areas of human resources, as well as the laws, principles, and practices as they are related to implementation within the agency.

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

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Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the training and mentoring of junior staff.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop statistical reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Necessary Special Requirements
Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Pay grade: 23

FLSA Status: Non-Exempt

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Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 11/19/2023   **Reviewed:** 11/19/2023   **Revised:** --