



SOUTH KING FIRE & RESCUE JOB DESCRIPTION

HUMAN RESOURCES GENERALIST Non-Represented / FLSA Exempt

DEFINITION AND SCOPE OF RESPONSIBILITIES:

The Human Resource Generalist is an FLSA exempt level position which oversees and maintains the daily functions of the Human Resources (HR) Division. The position promotes and supports DEI (Diversity, Equity and Inclusion) centric recruitment, hiring and training programs within the organization. Responsible for benefits administration and leave management. Assists with policy development and enforcement of policies and practices. Responsible for management and monitoring of Workman's Compensation claims, disability claims, Federal FMLA and Washington State Paid Family and Medical Leave programs. Point of contact for employees and retiree inquiries pertaining to HR and benefit related matters. Works with Benefit Brokers and Third Party Administrators to troubleshoot employee benefit related issues.

Primary duties includes the exercise of discretion, confidentiality and independent judgment with respect to matters of significance. Regularly performs work directly related to the management and general business operations of the Fire Department. Compiles personnel census data required for various HR reporting and benefit surveys. Works collaboratively with the Finance Division to ensure accurate employee leave time entries are recorded for payroll processing. Provides assistance for union labor negotiations, disciplinary matters and investigations. May lead projects and assignments with other staff in the department. High degree of professionalism and discretion required.

WORK WEEK AND HOURS:

The defined "work week" begins on Monday and ends on Sunday. This position is FLSA exempt from overtime pay. Position regularly operates five days per week; (Monday – Friday), eight hours per day. Determination and changes to the work schedule are at the sole discretion of South King Fire & Rescue.

SUPERVISION RECEIVED:

The position reports to the Director of Human Resources

ESSENTIAL DUTIES:

- Performs routine tasks required to administer and execute human resources programs, including but not limited to benefits, leave management, occupational health and safety; promotional testing, employee training and development.
- Point of contact for employment related inquiries from applicants, employees, supervisors, and insurance vendors. Handles complex and/or sensitive matters or refers to the appropriate staff as recommended.
- Oversees DEI centric recruitment and hiring of qualified job applicants for open positions; collaborates with department managers to understand skills and competencies required for job openings and advertisements.
- Conducts internal and external candidate hiring processes. Schedules Interviews, arranges and monitors pre-hire activities - medical appointments, background, reference checks and employment offers.

- Conducts new hire onboarding, orientation and enrollment into Department benefit plans.
- Monitors staffing changes, transfer orders, headcount statistics and employee turnover.
- Reviews, tracks, and documents compliance with mandatory training; including anti-harassment, HIPAA and other workplace safety trainings.
- Handles intake of accident and injury reports. Processes finding letters for the Safety Committee.
- Maintains compliance with federal, state, and local employment laws and regulations. Recommends best practices; reviews policies and practices to maintain compliance.
- Maintains confidential personnel and medical records.
- Maintains the HR Intranet SharePoint site with updated HR communication and content.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong leadership and interpersonal skills
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite and related software
- Proficiency with or the ability to quickly learn the organization's business operation systems – HRIS, UKG, SharePoint and/or others

IDEAL CANDIDATE - DESIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration, or related field
- 3-5 years of progressive growth and job experience in HR or related field
- SHRM and/or HRCI Certification, or other related credentials

OTHER REQUIREMENTS:

- Washington State driver's license and driving record free of serious or frequent violations
- Must pass a criminal background check, credit check and illegal drug screening

TOOLS AND EQUIPMENT USED:

Personal computers including word processing and spreadsheet software, printers, laptops, telephone, related communications equipment, copier, fax machine, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is frequently required to walk, stand, sit, talk and hear. Requires ability to utilize the telephone and manual dexterity to operate a personal computer and other standard office equipment. Frequently required to use hands to finger, handle, feel or operate computer keyboard, calculator and to reach with hands and arms. Occasionally requires lifting or moving equipment up to 25bs with or without assistance.

WORK ENVIRONMENT:

Employee works indoors. The work environment and noise level is typical of those encountered in a small administrative office setting.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

New Job Description "HR Generalist" Developed January 2022