

**36th DISTRICT COURT
JOB DESCRIPTION**

JOB TITLE: Human Resources Generalist

REPORTS TO: Deputy Director of Human Resources

GENERAL SUMMARY:

Under the general direction of the Deputy Director of Human Resources, plans, coordinates, performs and oversees complex human resources work that involves the organization, implementation, management and administration of work-flow, policies, procedures and programs. This is an at-will, non-represented position.

PRIMARY RESPONSIBILITIES AND DUTIES:

1. Performs the more difficult and responsible technical assignments related to overall administration of human resources including programs and issues relating to the collective bargaining agreements on behalf of management.
2. Assists HR Management with the development of procedures for processing and testing related to promotions, transfers, demotions, new hires, retirements and the like.
3. Disseminates information from inquiries of employees and managers while maintaining appropriate confidentiality. Adheres to standards of confidentiality of information regarding employee and court records.
4. Responsible for the recruitment and assists in the selection processes. Drafts job postings and advertisements, screens résumés, performs job-related test development and administration, recommends and reviews interview questions and participates or observes in the interview of applicants including applicants for positions covered by collective bargaining agreements.
5. Coordinates background and criminal record checks, administers reference checks and previous employment verification.
6. Facilitates New Hire Orientation and handles the Employee Recognition Program.
7. Responsible for the coordination of Leave Management (FMLA, STD, LTD and Workers Compensation) for the Court.
8. Coordinates and facilitates training programs as needed. Provides training to Court staff. Instructs and trains staff on requirements, policies, procedures and best practices in the handling of human resources matters.
9. Assists with the management of the Court's benefits plans. Determines eligibility, administers enrollment, and maintains the necessary records in accordance with plan specifications and applicable regulations, and assures compliance with obligations under the applicable collective bargaining agreements.
10. Investigates and responds to benefit inquiries and concerns from Court personnel.
11. Assists with investigations relating to high-level misconduct matters and recommends appropriate actions.
12. Provides assistance to Court management teams at HR Management direction regarding collective bargaining contract negotiations, interpretation and application of Human Resources policies and procedures.
13. Assist Human Resource Management with evaluating employee relations and Labor Relations concerns. Provides recommendations to Management regarding employee engagement and performance management.
14. Maintains employment records necessary for determination of employment, benefits and related issues. Prepares analytical reports (i.e., turnover, MiOSHA, recruitment and retention, benefit enrollments and utilization).
15. Maintains current knowledge of employment laws and regulations, such as Title VII, the Americans with Disabilities Act (ADA), and the Family Medical Leave Act (FMLA).
16. Performs various personnel functions as directed by HR Management.
17. Obtains and maintains all required state licenses and certifications necessary to perform the functions of Human Resources Generalist.
18. Performs other duties as assigned.

HUMAN RESOURCES GENERALIST (AT-WILL, NON-REPRESENTED POSITION)

JOB QUALIFICATIONS:

1. The job requires a Bachelor's Degree from an accredited college/university in Human Resources, Management or a related field.
2. At least **five (5) years of** experience as an HR Generalist, including **three (3) years of** experience utilizing a Human Resource Information System. A significant understanding of human resources laws, concepts and comprehensive knowledge of all applications associated with Human Resources.
3. Exceptional organizational skills and the ability to balance the needs of multiple priorities. Exemplary customer service and interpersonal skills are absolutely imperative.
4. Must be flexible and responsive to the needs of the Court and the employees. Excellent problem solving, solution oriented and negotiation skills.
5. PHR/SPHR and/or other additional Human Resources Certification (GPHR, CBP, and CCP) are preferred.
6. Proficient typing, word processing and computer skills necessary to effectively utilize software and spreadsheet applications for the creation and compilation of various documents, communications, reports, and presentations.
7. Interpersonal and communication skills necessary to effectively, competently and professionally communicate, both orally and in writing, with Court personnel, judges, justice system partners, and members of the public in the exchange of accurate information and responses.
8. Mental ability to frequently handle pressures related to unpredictable issues and problems, the simultaneous management of multiple projects, meeting deadlines, distracting influences such as people, phone calls and noise, and scheduling requirements necessitating a high level of concentration and attention to detail.

WORKING CONDITIONS:

1. Normal office environment with some discomfort due to heat, dust, noise and the like.
2. Extended work day beyond 7.5 hours a day. Evenings, weekends and holidays may be required, as scheduled, and with or without notice, based on the needs of the Court.

PHYSICAL CHARACTERISTICS:

1. Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper. Occasional lifting of objects weighing up to fifteen (15) pounds such as files, stacks of papers, reference and other materials. Moving from place to place within an office. Some reaching for items above and below desk level.
2. Physical ability to frequently sit, walk, or stand for extended periods of time, and to perform repetitive movements.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Determination of equivalent qualifications is within the sole discretion of Management.