

## **HUMAN RESOURCE GENERALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for managing and coordinating various personnel processes for the Department of Human Resources. The incumbent is primarily responsible for coordinating and/or performing various tasks for hiring across the district. This will include, but not limited to, advertising, applicant screening, coordinating interviews with District administrators, reference checking and processing paperwork and computer data. This work is performed under the general direction of the Human Resources Administrator. Supervision is not typical of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Coordinates hiring substitutes and home tutors in collaboration with senior staff;
- Ensures that all recommendations for substitutes and tutors meet the minimum education and fingerprint requirements before recommending for BOE approval;
- Completes Board of Education (BOE) recommendation form for new hires for BOE approval;
- Coordinates hiring CSDA personnel in collaboration with District Administrators;
- Coordinates interview process for approved applicants with senior staff;
- Ensures all recommendations are in compliance with NYS Education law, rules and regulations, NYS Civil Service Law, and Local Civil Service Rules;
- Coordinates the hiring of summer school personnel with the summer school principals;
- Receives recommendations for summer school coordinators for BOE approval;
- Ensures all required paperwork is completed and obtained from new employee and included in personnel file;
- Responsible for all aspects of tracking, recording and maintaining attendance for employees district wide;
- Collaborates with the Assistant Human Resources Administrator to develop and manage the District's new employee orientation program;
- Establishes a consistent process to ensure the new employees are familiar with the District's work environment personnel policies and procedures, their job description, employee benefits and other areas that impact their employment with the District;
- Assists the Assistant Human Resources Administrator with coordinating APSUE professional development;
- Coordinates District's participation in and prepares supplies for recruitment fairs;
- Updates required posters annually in Human Resources and buildings district wide;
- Assist the Human Resources Administrator in a variety of other Human Resource duties;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of human resource management, principals and practices;
- Working knowledge of public education;
- Strong interpersonal relationships;
- Strong organization and communication skills;
- Excellent attention to detail;
- Good judgment, tact and courtesy;
- Ability to maintain strict confidentiality;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Human Resource Management, Business or Public Administration; **OR**
- B. Graduation from a regionally accredited or New York State college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree with two (2) years of full-time paid experience in a professional office setting; **OR**
- C. Graduation from a regionally accredited or New York State college of university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree with four (4) years of full-time paid experience in a professional office setting.