

## **SENIOR HUMAN RESOURCES GENERALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the supervision of the Assistant Human Resources Administrator, the incumbent is primarily responsible for processing the day-to-day routine transactions for the Human Resources Office. Duties include the oversight of the recruiting process, management of personnel transactions, problem-solving routine questions and supporting other human resources department initiatives. Supervision is not typical of this class.

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

- Develops, organize and implement innovative recruiting strategies to increase workforce diversity;
- Oversees vacancy posting processes and procedures;
- Provides oversight for the hiring of all district personnel including substitutes and home tutors;
- Organizes the District's participation in selected recruitment fairs;
- Support human resources staff to resolve routine human resources problems, interpret policies and procedures and recommends effective courses of action;
- Trains staff on human resources systems and processes, including but not limited to HR/Payroll systems, recruiting, onboarding and exiting;
- Audits employee files and systems to ensure accurate data processing;
- Supports the maintenance and management of the HRIS;
- Reviews attendance records, approves/denies requests and manages the district's absences management system;
- Verifies credentials of newly hired teachers, and assists with the ongoing credentialing process for teacher certifications;
- Coordinates new employee orientation in collaboration with the Assistant Human Resources Administrator;
- Develops training programs for all-district staff on Human Resources processes and procedures;
- Supports retention activities that retain qualified personnel;
- Coordinates the hiring of summer school personnel with the summer school coordinators;
- Creates written documentation for use as training materials and process guides;
- Creates reports, audits data and analyzes trends;
- Supports district training initiatives and professional development activities;
- May participate in personnel matters;
- May prepare job descriptions;
- Assists the Human Resources Administrator/Assistant Human Resources Administrator in a variety of other Human Resources duties;
- Performs related work as required.

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

- Good knowledge of human resource management, principles and practices;
- Good knowledge of public education personnel administration;
- Working knowledge of employment laws, employee relations and communications;
- Ability to maintain strict confidentiality;
- Ability to establish and maintain effective working relationships with others;
- Strong interpersonal relationships;
- Strong organization and communication skills;
- Excellent attention to detail;
- Good judgment, tact and courtesy;
- 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 and two (2) years of full-time paid experience in a professional office setting; **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 and four (4) years of full-time paid experience in a professional office setting.