

Job Title	HR Generalist II
Job Code	
Exempt Status	
Position Status	
EEO Classification	

Job Summary

The Human Resources (HR) Generalist II, under general supervision, provides advanced support in areas of Human Resources.

Essential Duties and Responsibilities

- Performs office work that is directly related to the management or general business operations of the department. Primary duties include the exercise of discretion and independent judgment with respect to matters of significance.
- Reviews and assists hiring managers with offers of employment, may assist in creating offer letters, ensuring selected candidates meet minimum qualifications for positions. Reviews and approves appropriate compensation.
- Oversees jobs postings and advertising for staff and faculty positions. Oversees applications process, administers testing required for open positions, and oversees background and credential verification process.
- Oversees internal and external staffing procedure and workers compensation related tasks. Oversees workers compensation related tasks. Oversees performance evaluation process, performance improvement plans, and disciplinary processes.
- Oversees maintenance of employee records and ensures certifications are up-to-date. Oversees the accuracy of employment files and ensures compliance with applicable laws and regulations. Assists supervisors and employees with HR-related questions.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – One year of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of HR principles. Knowledge of Fair Labor Standards Act (FLSA) and Americans with Disabilities Act (ADA).

Ability to – Ability to multitask and work cooperatively with others. Excellent written communication, analytical, interpersonal, and organizational skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

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.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	