

# **BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**HUMAN RESOURCES GENERALIST**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to administer operations of Banks County government personnel policies and related activities, to include employee benefits, payroll processing, personnel issues, drug and alcohol management, serving as custodian for employee files and various other records.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Performs all duties of payroll, both bi-weekly and monthly, and submits required reports related to payroll. Assigns expenditures to proper departments and assists with COBRA coverage for ex-employees.

Performs routine clerical work in the compilation and maintenance of personnel records. Records may include promotions, discharges, wage scales, training status, and salaries. Responsible for conducting orientation session with new employees.

Ensures compliance with all applicable employment codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Coordinates and presents new hire orientation; reviews all new hire documentation.

Processes employee benefits; i.e., health insurance, dental, vision and etc.

Processes workers' compensation claims.

Processes FMLA leave requests.

Processes termination paperwork.

Processes drug screens.

Processes E-Verify documentation processes.

Processes Department of Labor claims.

Processes background checks and MVR's.

Reviews sick report for FMLA eligibility.

Performs related duties.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED. College, Technical Training or work experience equivalent to; knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with position. Must possess good computer skills. Must possess and maintain valid Human Resource certification.

### **SUPERVISORY CONTROLS**

The Human Resources Director assigns work in terms of general instructions. Human Resources Director spot-checks completed work for compliance with procedures accuracy, and the nature propriety of the final results.

### **COMPLEXITY/SCOPE OF WORK**

The work consists of varied specialized duties. Strict regulations and deadlines contribute to the complexity of the position.

- The purpose of this position is to provide specialized support for the county's human resources functions., Successful performance helps ensure the efficiency and effectiveness of those functions.

## **CONTACTS**

- Contacts are typically with co-workers, other county employees, job applicants, and the general public.
- Contacts are typically to give or exchange information, resolve inquiries, and provide services.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None

## **EEO/ADA**

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.