

**CLASS SPECIFICATION**  
**HUMAN RESOURCES GENERALIST**

**PAY GRADE: 58**  
**CLASS CODE: 30003066**  
**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a Manager in the Bureau of Human Resources (BHR). Under general direction, performs a wide variety of difficult, complex, and professional Human Resources (HR) generalist responsibilities for assigned Bureaus/Offices.

Responsibilities include: partnering with Bureau/Office management teams; providing HR support to achieve Bureau/Office strategic goals and objectives; facilitating services provided by the Bureau of Human Resources; providing HR services directly, including facilitating discussions of and working to resolve employee issues, consulting on organizational development, conducting investigations, implementing new programs and supporting centralized BHR decisions.

**DISTINGUISHING CHARACTERISTICS**

HR Generalist is a distinct classification.

HR Generalist is distinguished from the HR Analyst series in that the former provides generalist HR services to assigned Bureaus/Offices and provides recommendations independently on complex and sensitive HR issues and the latter performs professional HR services in area of specialization.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Advise assigned Bureau/Office management and make recommendations on HR issues, employee relations practices, and discipline and corrective action; provide advice and guidance to ensure Bureaus/Offices comply with federal and state employment laws, rules, and policies, City code, policies, procedures, requirements, and goals.
2. Conduct a variety of investigations on confidential and sensitive HR matters; review complaints and determine appropriate investigative approaches and methodologies; perform fact-finding activities, develop interview questions; consult with City Attorney's Office; write reports; present findings to management.
3. Provide training and coaching to Bureau/Office management regarding assessing, coaching, counseling, and developing employees; provide guidance to managers and supervisors on recognizing and rewarding performance; coach and counsel managers, supervisors, and employees on resolving workplace issues; provide information about career development opportunities; monitor performance of employees on probation.
4. Provide consultation to managers and supervisors on the investigation of alleged violations of City and Bureau/Office-specific rules; advise management on relevant considerations, such as past practices, case law, and applicable rules and policies; write or review disciplinary

documents; participate in due process meetings; provide guidance to Bureau/Office management in the administration of discipline and corrective action.

5. Develop, implement, and deliver training on HR related topics; facilitate Citywide training; develop training curriculum to meet the needs of assigned Bureaus/Offices; establish metrics to determine the effectiveness of training; promote training programs.
6. Provide guidance, advice, and assistance with Bureau/Office recruitment and selection processes; assist management in developing hiring criteria and completing appropriate requests/forms; develop and/or review interview questions to ensure legal compliance; facilitate or deliver bias awareness training to interview panels; assist management in selecting candidates to interview from certified lists; advise on background check processes; advise on the application of Veteran's preference points; review offer letters.
7. Advise and guide management and employees on the interpretation and administration of collective bargaining agreements; provide input into labor/management issues for collective bargaining purposes; participate in negotiations; participate in grievance resolution processes on behalf of Bureau/Office management; consult with labor relations staff on interpretation and intent of collective bargaining contract language.
8. Collaborate with Classification and Compensation on classification requests; advise and guide Bureau/Office management on classification requests; review and approve forms and documents prior to submission; collaborate on classification and compensation studies.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general direction by a Manager and with general direction and oversight from assigned Bureau/Office executive management. This classification has considerable discretion in carrying out duties.

This classification has no supervisory responsibilities.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of federal, state, and local laws, regulations, and court decisions applicable to HR and the assigned Bureau/Office.
2. Thorough knowledge of principles, practices, and techniques of public HR administration, including recruitment, testing, selection, classification and compensation, Equal Employment Opportunity (EEO)/affirmative action, employee relations, labor relations, employee development, and performance planning and appraisal.
3. Knowledge of City HR policies and labor contract provisions.
4. Knowledge of trends in HR program development.
5. Knowledge of and ability to apply research methods and data analysis techniques.
6. Skill in change management, problem-solving, and conflict resolution.
7. Ability to exercise discretion and confidentially handle information, records, and issues.
8. Ability to utilize City-specific technology and general office software.
9. Ability to communicate clearly, logically, and persuasively, both verbally and in writing; ability to prepare clear, concise, and comprehensive reports, correspondence, and documents.
10. Ability to establish and maintain effective working relationships with Bureau/Office managers and staff, representatives of other governmental agencies, the public, and others encountered in the course of work.
11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university in HR management, business administration, public administration or a related field;

AND

**Experience:** Six (6) years of progressively responsible experience in the development and delivery of HR services.

**Special Requirements and/or Qualifications:**

A valid state driver's license may be required for certain positions.

**Preferred Qualifications:**

Experience working for a public agency providing HR services.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: