



CERTIFIED
JULY 23 2015
By Webb County
Civil Service Commission

Human Resources Generalist

Human Resources

HR/08
Pay Grade: 18

JOB SUMMARY

This position performs administrative duties in support of the county's human resources functions.

MAJOR DUTIES

- Responsible for managing NEOGOV software program by creating/deleting users and demonstrate how to use the program.
- Prepares advertising requirements for job vacancies in cooperation with hiring department heads and supervisors. Processes job postings and related advertisements with hiring departments to ensure accuracy of information and make necessary corrections on requisitions upon approval of Commissioners Court.
- Manages the County's job posting websites.
- Assists internal and external applicants with inquiries regarding employment opportunities.
- Coordinates the recruitment process to include screening of employment applications, notify selected applicants of recruitment and prepare letters to applicants not selected for positions.
- Processes pre-employment checks, motor vehicle record checks, drug and alcohol testing, criminal background checks, W-4.
- Ensures compliance with Form I-9, and verify employment eligibility.
- Responsible for processing all new hire Personnel Actions through New Worlds System/Tyler.
- Provides information and answers questions from employees regarding personnel policies and procedures and employment benefits.
- Process new hire employment verifications.
- Prepares and maintains the New Hire Orientation Packets.
- Assists in maintaining an updates electronic file of all Webb County drivers to include verification of current driver's license, liability card, and clear driving record.
- Prepares quarterly job posting/application statistics reports.

- Assists in the preparation and management of employee data for current and new employees.
- Assists in preparing employee IDs.
- Coordinates typing test.
- Assists the Senior Human Resources Generalist in preparing for Civil Service Commission activities and meetings.
- Assists in ordering supplies, as needed.
- Assists in processing purchase orders and request for payment, as needed.
- Assists in processing the receipt of goods and process invoices for payment, as needed.
- Manage all new employees' six-month probationary period.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of public sector human resources management.
- Knowledge of employment laws, regulations, guidelines, policies and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of employee confidentiality requirements.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

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

GUIDELINES

Guidelines include the Webb County Personnel Policy manual, Webb County Civil Service Commission rules and regulations, county drug and alcohol policy, county motor vehicle use policy, county sick leave policy, the safety handbook, and other county policies and manuals. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative duties. The variety of duties, strict deadlines, and frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for the county's human resource operations. Successful performance helps ensure the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with coworkers, vendors, job applicants, elected and appointed officials, and the general public.
- Contacts are typically to exchange information, resolve problems, 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.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field or sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for three years.
- Must be able to type 35 wpm.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.

