

Champaign County Job Description

Job Title: Human Resources Generalist

Department: Administrative Services

Reports to: Director of Administration

FLSA Status: Exempt

Grade Range: I

Prepared Date: January 2023

SUMMARY: Provides technical support and assistance on all human resource functions of the county. Serves as a back-up to the Payroll Accountant and Insurance Specialist in the area of payroll and benefit processes.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supports the Director of Administration with comprehensive record keeping system with regard to all human resource regulatory compliance including EEO and ADA and maintain employee files and records in electronic and paper form.

Assists the Director of Administration in managing and maintaining the County's salary administration system for all positions, with the exception of the positions of the Regional Planning Commission.

Assists in preparation of the annual budget through review of department budget requests regarding personnel to ensure staffing budgets are in compliance with the current salary administration plan for all offices and updating staffing budgets for the ensuing fiscal year.

Responsible for contributing to the creation of and implementation of employee training and development programs.

Responsible for facilitating new employee onboarding, contributing to the consistent improvement of the process, and helping to organize continuing training and development initiatives.

Represent the County in the community as a career destination, develop and facilitate recruitment initiatives.

Promote the employee wellness program and other human resources to support an efficient, healthy work environment at the County.

Provide support to employees in various human resource-related topics such as leaves and compensation and with the involvement of the Director of Administration, resolve any issues that may arise.

Gather and analyze data with useful human resource metrics.

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Ensure compliance with labor regulations and union contracts.

KNOWLEDGE, SKILLS, AND ABILITIES

Excellent verbal and written communication skills.

Excellent interpersonal, negotiation, and conflict resolution skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills.

Ability to prioritize tasks and to delegate them when appropriate.

Ability to act with integrity, professionalism, and confidentiality.

Thorough knowledge of employment-related laws and regulations.

Proficient with Microsoft Office Suite or related software.

Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

EDUCATION and/or EXPERIENCE

Bachelor's degree with a major in human resources from an accredited four-year college or university and at least three years of human resources, payroll and employee benefits, or equivalent combination of education and experience that would provide the above-noted knowledge, skills, and abilities.

PHYSICAL DEMANDS

This position has the physical capability requirements of the Department of Labor classification of Light Work.

These physical demands of this position require activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving, and carrying light objects, operating office equipment, and driving an automobile.

WORK ENVIRONMENT

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.