

## HUMAN RESOURCES GENERALIST

Goochland County is accepting applications for an HR Generalist to perform complex professional and administrative work in all the following functional areas: employee relations, training, recruitment/employment, onboarding, benefits administration, performance management, policy implementation and payroll. We are looking for an enthusiastic professional to be responsible for a variety of Human Resource programs. Due to the diversity of responsibilities of the role, the ideal candidate will be a competent and resourceful individual with a passion for HR, be well organized, professional in both demeanor and presentation, adaptable in attitude, and remain calm under pressure. If you possess the KSAs and requirements listed below and are looking to join an HR team that believes in teamwork, collaboration and fun, then we'd like you to apply.

### ESSENTIAL FUNCTIONS:

- Assists in recruitment process by coordinating job postings, reviewing applications and conducting interviews.
- Updates job descriptions when needed.
- Contacts applicant references and performs background checks and pre-employment testing/screening.
- Organizes and manages new employee orientation and on-boarding.
- Handles day-to-day benefit administration. Understand benefits plans and acts as point of contact for employee questions. May also advise on benefit needs or evaluate benefit contract bids.
- Complies with federal, state and local legal requirements by studying existing and new legislation, anticipating legislation, enforcing adherence to requirements and advising County on needed actions.
- Maintains accurate and timely updates of employee records and files.
- Tracks, conducts and coordinates employee training classes.
- Represents County in community and recruiting events.
- Responds to employment verifications.
- Administers COBRA for group health plans.
- Maintains workers' compensation reporting records and files.
- Processes all Unemployment Notices and attends hearings when necessary.
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification.
- Answers employee questions and addresses employee concerns.
- Manages wellness and safety programs.
- Maintains and coordinates County events that incorporate team building and employee recognition programs.
- Assists in development and implementation of HR policies, programs and procedures.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Assists with various research/special projects.
- Performs related work as assigned.

#### KNOWLEDGE, SKILLS & ABILITIES:

Considerable experience in human resources, preferably in the public sector. Specialized training in employment law, benefits, compensation, organizational planning, employee relations, safety, and training preferred. Must have the skill and ability to multitask with strong time/priority management skills in a fast-paced environment. Ability to meet deadlines during varying workload periods. Must have excellent computer skills, knowledge of Human Resources Information Systems (HRIS), Excel and demonstrated skills in database management and record keeping. Requires conflict resolution, problem solving, and analytical skills. Must be a self-starter with exceptional interpersonal and communication skills along with a strong sense of judgement. Demonstrated ability to handle confidential and sensitive information with discretion, tact, and diplomacy. Ability to communicate effectively, orally and in writing; present facts and recommendations; lead teams and facilitate groups. Ability to maintain effective working relationships with employees, department directors, County officials, representatives from outside agencies, other localities and the public. Local travel to various worksites is required.

Requires a bachelor's degree with a major in human resources, business administration, finance, or business management with at least five years of progressively responsible experience in personnel administration – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities. Certification as a Human Resource professional and extensive experience in personnel management in a Local or State government setting is preferred.

#### ADDITIONAL INFORMATION:

The starting salary range is \$43,781 - \$50,000. The deadline to apply is 5/31/18. An online Goochland County Employment Application must be completed for consideration and may be found at [www.goochlandva.us/231/Employment-Opportunities](http://www.goochlandva.us/231/Employment-Opportunities). Background investigation and pre-employment drug screen required. Goochland County is an Equal Opportunity Employer.