

# County of Berks

## POSITION DESCRIPTION FORM

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**Position Title:** Human Resources Generalist

**Department:** Human Resources (Berks Heim)      **Reports To:** (Title) Assistant Director

**Wage Category:**     Exempt                                       Non-Exempt

**EEO-1**                                      **Union**  
**Category:** Professional                                      **Classification:** N/A

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### POSITION SUMMARY:

This position performs professional human resources work in a variety of human resources program areas, with an emphasis on employee and labor relations. The focus of this position is to assist in the overall Human Resources function for the County of Berks at both the Downtown location as well as the North Campus sites.

### POSITION RESPONSIBILITIES:

#### ***Essential Functions***

1. Provides guidance and assistance to County management staff regarding matters pertaining to employee/labor relations and other human resource-related areas.
2. Act as a liaison between the employee, supervisors and the unions in the interpretation of employment/ labor laws, collective bargaining agreements, and County policies.
3. Assist in improving relations between union and management through Labor Management meetings and regular communication with union representatives. Facilitates effective communications between management and members of bargaining unit.
4. Represents the County at grievance and arbitration hearings. Conducts the investigation into and preparation of appropriate response to grievances.
5. Provides guidance and assistance to County management staff regarding disciplinary action. Investigates, reviews and prepares disciplinary documents.
6. Reviews and investigates employee complaints such as harassment, discrimination, working conditions, etc.
7. Represents the County in employment litigation including compiling requested information and providing necessary assistance to the Solicitor's Office and/or outside counsel.

8. Assists in the preparation for collective bargaining by compiling management issues and providing requested information and assistance to outside counsel.

9. Prepares reports and provides statistical information in support of the Human Resources operation. Provides ad hoc reports as requested.

10. Maintains data in HRIS systems and databases. Ensure accuracy and integrity of all data entered.

11. Maintains records and compiles statistical reports and data for personnel related data such as new hires, transfers, performance appraisals and absenteeism rates.

12. Completes various projects and performs other necessary duties as assigned.

13. Provides back up to front desk functions.

14. Conducts New Hire orientation.

### **Non-Essential Functions**

None

### **MINIMUM EDUCATION AND EXPERIENCE:**

1. Bachelors Degree in Human Resources Management, Public Administration or closely related field.
2. Minimum of three (3) years responsible Human Resources generalist experience with an emphasis in labor relations preferred.
3. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of the principles and practices of public personnel administration and Human Resources Management.
2. Working knowledge of principles, methods, and procedures utilized in recruitment, selection, training methods and concepts, classification, labor relations, and compensation.
3. Working knowledge of the qualifications and characteristics of employment classification.
4. Working knowledge of applicable local, state, and federal laws and regulations.
5. Skill in operation of variety of computer software programs, including Microsoft Word and Excel.
6. Ability to interpret Human Resources rules, laws, and policies.
7. Ability to interpret language associated with collective bargaining agreements.
8. Ability to communicate effectively both orally and in writing.
9. Ability to collect, compile, and analyze information and data.

10. Ability to prepare comprehensive and complex reports.
11. Ability to conduct complex and analytical job analysis, classification, and related Human Resources studies.
12. Ability to establish and maintain working relationships.

**PHYSICAL DEMANDS:**

Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 10 pounds a distance of fifteen (15) feet or less.

**WORKING ENVIRONMENT:**

Normal office environment. Position requires regular travel to satellite County locations. Incumbent needs access to transportation.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*