

County of Berks

POSITION DESCRIPTION FORM

Position Title: Human Resources Generalist

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

Wage Category: **Exempt** **Non-Exempt**

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

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.

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. Assists employee and supervisors in the interpretation of employment/ labor laws, collective bargaining agreements, and County policies.
3. Represents the County at grievance and arbitration hearings. Conducts the investigation into and preparation of appropriate response to grievances.
4. Provides guidance and assistance to County management staff regarding disciplinary action. Investigates, reviews and prepares disciplinary documents.
5. Reviews and investigates employee complaints such as harassment, discrimination, working conditions, etc.
6. Represents the County in employment litigation including compiling requested information and providing necessary assistance to the Solicitor's Office and/or outside counsel.
7. Assists in the preparation for collective bargaining by compiling management issues and providing requested information and assistance to outside counsel.
8. Prepares reports and provides statistical information in support of the Human Resources operation. Provides ad hoc reports as requested.

9. Prepares bi-monthly Berks Bits publication.
10. Completes various projects and performs other necessary duties as assigned.
11. Provides back up to front desk functions.
12. 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.
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.