Human Resources Generalist

Definition of Class
This is a professional position in which the incumbent performs duties associated with the management, coordination, and participation of a specialty area within the Department of Human Resources. The incumbent plans and administers the daily activities of an assigned program. Work involves performing professional work in one or more areas to include wage/salary, training, employee benefits, employment, employee records, and/or payroll. The incumbent frequently exercises independent judgment and discretion. Reports to a Manager or Director.

Examples of Work Performed
Reviews position evaluation forms; conducts desk audits; and analyzes information to determine appropriate classification. Discusses classification recommendations with manager. Develops/revises position descriptions. Participates in/conducts salary surveys. Develops survey instruments. Maintains the University’s organizational structure.

Designs and conducts training programs. Confers with Manager to determine training needs. Evaluates effectiveness of training programs. Assists in selecting training programs to be offered. Arranges logistics for training sessions.

Coordinates and administers the University’s employee benefit program. Coordinates activities associated with the proper processing of employee insurance benefits, which includes retirees. Maintains employee insurance records. Communicates benefits programs to employees. Counsel’s employees regarding policies and procedures related to employee benefits. Administers Optional Retirement Plans, Tax-Sheltered Annuities, and Deferred Compensation Programs. Interacts with plan administrators, employees, and University administrators.

May provide support within the areas of employment, payroll, and/or employee records.

Supports the overall operation of the Department of Human Resources.

Represents the department at employee orientation/training sessions. Updates, maintains, and assists with on-line orientation.

Participates in departmental planning sessions and recommends goals for specialty area assigned.

May supervise students or support staff.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Plans, coordinates, and participates in the daily activities associated with an assigned specialty area.

2. Coordinates and assists in the preparation of various reports/surveys.

3. Maintains and monitors departmental records.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not
have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; and talk and hear. The incumbent is periodically required to walk. The incumbent is occasionally required to stand; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Bachelor’s Degree from a college or university in Public Administration, Human Resource Management or a related field.

  AND

- **Experience:**
  One (1) year of experience related to the above described duties.

**Substitution Statement:**

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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