



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

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| POSITION TITLE.....: | Human Resources Generalist |
| DEPARTMENT.....: | Human Resources & Risk Management |
| DIVISION.....: | Human Resources |
| CLASSIFICATION/GRADE.....: | Human Resources Generalist/108 |
| REVISED.....: | 08/2020 |
| REPORTS TO.....: | Human Resources & Risk Management Director |
| REVIEWED.....: | 08/2020 |
| WAGES.....: | Non-Exempt (Hourly) |

SUMMARY:

This position is under the direct supervisor of the Human Resources & Risk Management Director. The Human Resources Generalist performs duties related to a specific functions within the Human Resources department while providing support for the HR activities of the Parish such as advising departments and the general public with policies and procedures.

BASIC FUNCTIONS:

1. Coordinates the hiring of qualified job applicants and completes the on-boarding process for all new hires including all seasonal employees and Emergency Bus Operators.
2. Conducts background checks on all new hires, including Local, State and Child Care Civic Background Checks as required.
3. Arranges pre-employment physicals and any other medical testing that is required.
4. Meets with new hires to complete all new hire paperwork, including but not limited to taxes, medical insurance and retirement enrollment forms.
5. Inputs new employee information into the AS/400 system and scans paperwork into folders.
6. Creates and maintains all Personnel folders
7. Manages the DOT Drug and Alcohol Clearinghouse database and completes yearly reporting.
8. Maintains the CDL drivers' physical database and organizes physical updates when needed.
9. Prepares and processes requisitions for all departmental purchases.
10. Completes special projects and assignments as requested by the Human Resources Director.
11. Maintains compliance with Federal, State and Local employment laws and regulations, and recommend best practices; reviews policies and practices to maintain compliance.
12. Performs general clerical duties such as answering the phone, maintaining files, completing records and performing typing or related duties.
13. All other responsibilities deemed necessary by the Human Resources Director.

OTHER REQUIREMENTS:

1. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
2. Excellent verbal and written communication skills.
3. Excellent interpersonal, negotiation, and conflict resolution skills.
4. Excellent organizational skills and attention to detail.
5. Time management skills with a proven ability to meet deadlines.
6. Strong analytical and problem-solving skills.
7. Ability to prioritize tasks and to delegate them when appropriate.
8. Ability act with integrity, professionalism and to maintain confidential information.
9. Proficient with Microsoft Office Suite or related software.
10. Valid Louisiana Driver's License.

EDUCATION/EXPERIENCE:

1. Bachelor's degree in Human Resources, Business Administration, or related field or an equivalent combination of education and Human Resources experience sufficient to successfully perform the essential duties of the job.
2. At least one year of Human Resources Management experience preferred.
3. SHRM-CP or PHR Certification highly desirable.