

## POSITION DESCRIPTION

**POSITION: HUMAN RESOURCES GENERALIST**  
**DEPARTMENT: ADMINISTRATION**  
**REPORTS TO: DEPUTY MANAGER/CFO**

**CLASS CODE: 130**  
**FLSA STATUS: EXEMPT**  
**PAY GRADE: 11**

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**POSITION SUMMARY/FUNCTIONS:** Performs under the general direction of the Deputy Manager/CFO to manage, supervise, plan and direct the Human Resources functions of the James Island Public Service District. Supervises HR Assistant and HR/Payroll Specialist.

This position designs, plans, and implements human resource programs including recruitment and selection; compensation and benefits administration; orientation, training, and development; policy and procedural development and documentation; performance management system development; safety, welfare, wellness and health; employee relations; and employee services and counseling.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Develops and administrators human resources programs, procedures, and guidelines
- Develops human resources office goals, objectives and systems.
- Develops and monitors all job classifications, salary, wage, and benefit programs.
- Conducts new employee orientations and counseling.
- Maintains the confidentiality of employee records and personnel files.
- Manages the development and maintenance of the Human Resources sections of the Internet, particularly recruiting, culture, and company information; and Intranet sites.
- Develops and implements internal programs to promote employee morale and employee development programs.
- Assists with the establishment of an in-house employee training system that addresses District training needs including training needs assessment, new employee orientation, and management development.
- Participates in the conduct of investigations when employee complaints or concerns are brought forth and oversees grievance process.
- Advises managers and supervisors about steps to disciplinary actions and employee evaluations.
- Ensure compliance with Federal, State and local employment laws and regulations.
- Manages employee FMLA and workers compensation cases.
- Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks and standardized reports.
- Assists with the development of Human Resources policies for the District with regard to employee relations.
- Assists with the implementation of company safety and health programs.
- Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

- Light work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Ability to use personal computer with printer, typewriter, telephone, calculator, copy machine and fax machine.
- Ability to understand and execute complex written and oral instructions.
- Ability to reach and handle documents as required to perform the principal duties and responsibilities.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong communication skills (written, verbal and presentation).
- Must be able to handle a heavy workload and multi task with excellent time/project management skills.
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Excellent interpersonal and coaching skills.
- Proficiency in Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.
- Knowledge of the general rules and regulations of the District.

**EDUCATION, TRAINING, AND EXPERIENCE:**

- Bachelor's degree required.
- Three to five plus years of progressive leadership experience in Human Resources positions.
- Specialized training in employment law, compensation, organization planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- EEO-1 reporting
- PHR/SPHR preferred, not required.
- Valid South Carolina Drivers License.

(Note: The listing of principal duties and responsibilities in this position description is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described.)

**James Island Public Service District  
Charleston, South Carolina**

***Approved:* February 2010**