

City of Bellingham  
**Classification Specification**

CLASS TITLE	Human Resources Generalist
DEPARTMENT	Human Resources
UNION:	E-PLAN
SG:	E-10
CS:	N
FLSA:	N
EE04CODE:	PR

**NATURE OF WORK:**

This is an entry level professional Human Resources (HR) position providing general HR assistance to departments and employees under the guidance of senior staff. Position may have a focus in an area of specialty such as recruitment, selection, benefits, or compensation. HR Generalists provide information and guidance on HR policies and procedures and provide professional level assistance with special projects. The Human Resources Generalist conducts job analysis sufficient to establish content valid selection methodology and identification of ADA accommodation and/or classification issues for referral to senior staff. This position typically receives and responds to salary survey requests and participates in and conducts salary surveys as well as other assignments requiring organizational and Human Resources knowledge. Work is performed in a unionized environment.

**DISTINGUISHING CHARACTERISTICS:**

The HR Generalist is the entry-level of a three-part Human Resources classification series. The HR Generalist is distinguished from the HR Analyst classification by the latter's greater autonomy and responsibility for handling problems and issues of a more complex nature requiring greater experience in areas such as compensation, classification, and employee and labor relations. The HR Analyst is responsible for major projects having a City-wide impact, under the direction of senior staff.

**SUPERVISORY RELATIONSHIPS:**

Reports to the Human Resources Director or designee. Work is reviewed and may be assigned by Human Resources Analyst or Senior Analyst assigned as lead in a given functional area or project. Works under applicable federal and State employment and EEO regulations, Civil Service Rules, labor agreements, and City and departmental policies and procedures.

**ESSENTIAL FUNCTIONS:**

1. Assistance To Departments And Employees: Provides advice and assistance to assigned departments based on knowledge of City policies, procedures, labor agreements, Civil Service Rules, and Human Resources principles and practices. Receives guidance from senior staff on issues and problems, depending on complexity or sensitivity.

Receives and responds to a variety of informational and assistance requests from managers and employees over Civil Service rules, HR policies and procedures, and bargaining agreements. Troubleshoots issues and provides or coordinates assistance for departments as needed.

2. Job Analysis: Performs job analysis to understand the nature of the work and the knowledge, skills and abilities required to successfully perform in a given position. Reviews position with department representatives including supervisors, incumbents and subject matter experts; observes work in progress as required. May recommend changes to job descriptions or recommend classification review. Identifies accommodation issues under the ADA and coordinates their resolution.
3. Recruitment And Selection: Develops selection and testing processes using information obtained from job analysis, job announcements, consultation with Human Resources Analysts and subject matter experts. Researches available testing methodologies through professional sources, contacts with other employers and testing services and other research. Develops selection tools including evaluation criteria and scoring standards. Composes correspondence, job announcements and other advertisements. Implements affirmative action within guidelines of policy. Identifies and procures assistance from volunteer and staff evaluators, providing training and coaching in the assessment/evaluation role.

Presents selection/testing proposals to departments and the Civil Service Commission for pre-approval of the selection process. Develops and presents eligibility registers to Civil Service Commission for approval. Works with assigned Chief Examiner to resolve issues or disputes regarding Civil Service exams and develops appropriate information for Civil Service review and/or decision.

Facilitates hiring and placement by providing departments with information on Civil Service and City selection policies and appointment procedures. Receives and responds to information requests from candidates about various testing and employment matters.

4. Compensation: Receives and responds to requests for salary information on City jobs, including salary and benefits surveys. Conducts salary survey work for City jobs under the direction of the HR Director, Analysts, or other designee. Utilizes spreadsheets and other computer software to compile, analyze and report salary information. Provides information to departments on salary plans and salary placement procedures.
5. Information And Assistance: Conducts employee orientations and exit interviews. Provides a variety of information, assistance, and advice on various HR issues within knowledge and expertise level. Clarifies issues and identifies resources for problem solving.
6. Assists With Special Projects: Performs special information and data gathering projects; composes and drafts reports and documents as assigned. May serve as project manager on projects within training and expertise.

### **ADDITIONAL WORK PERFORMED:**

1. Performs related work within the scope of the classification.

### **KNOWLEDGE AND SKILLS:**

- Knowledge of the principles and practices of public personnel administration including methodology employed in testing, recruitment, selection, interviewing, placement, classification, job analysis, performance management, salary administration, benefits, labor relations, employee training and organizational development.
- Ability to gain a working knowledge of job analysis and salary administration.
- Demonstrated proficiency in using spreadsheet, word processing and database management software.
- Knowledge of federal and State employment law, Civil Service Rules, and City personnel policies and procedures and the ability to interpret for others complex guidelines, codes, regulations, policies and procedures.
- Excellent oral communication skills and the ability to establish and maintain effective working relationships with department managers, the Civil Service Commission, public officials, employees and their representatives, job applicants and the general public.
- Strong skills in problem analysis and decision making, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management and the ability to solve problems with and for individuals and groups.
- Strong writing skills for information reports, correspondence, test construction, etc.
- Ability to collect, compile and objectively analyze information and data.
- Knowledge of data collection and sampling techniques and statistical analysis.

### **WORKING ENVIRONMENT:**

Work is performed in an office environment with occasional field work where City field or satellite work is conducted. Works extensively at a computer workstation.

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree with major course work in HR, public or business administration, or a related field. PHR certification may substitute for two years education.
- Two years professional level experience in human resources.
- A combination of experience and education that provides the applicant with the knowledge and skills required to perform the job will be considered.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Valid Washington State driver's license and good driving record. Candidate must submit a three-year driving abstract prior to hire.
- Occasional travel to conferences and training sessions.

**PREPARED BY:** Hanowell/Mahaffey  
9/90,2/00/1/01

**REVIEWED BY:** \_\_\_\_\_  
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4/12