



Fluvanna County, Virginia  
Department of Finance  
Job Description

**HUMAN RESOURCES GENERALIST**

<b>Job Class #:</b>	1251
<b>Pay Grade:</b>	15
<b>Category:</b>	Full-Time (with benefits)
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Director of Human Resources

**SUMMARY**

Under the general supervision of the Director of Human Resources, the Human Resources Generalist will assist with the overall daily functions of the Human Resources department including but not limited to, new hire orientation, benefits, and leave, and enforcing company policies and practices and assisting with the overall operation of the department.

**ESSENTIAL FUNCTIONS**

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Assist with the hiring of qualified job applicants for open positions; collaborate with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, and employees, referring complex and/or sensitive matters to the appropriate staff.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.

- Ability to act with integrity, professionalism, and confidentiality.
- Knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization’s HRIS and talent management systems.

**ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

- Associate's degree in human resources management, business, public administration or a related field.
- A bachelor’s degree or higher in a related field is preferred.
- Preferred qualifications also include certifications by the Society for Human Resource Management (SHRM) or the International Public Management Association for Human Resources (IPMA-HR).
- A minimum of (2) years of human resource management experience is required.
- Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Office environment exposure to computer screens; sitting for prolonged periods.
- Must have the ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must possess an appropriate driver’s license valid in the Commonwealth of Virginia.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.
- Local travel is required for meetings and presentations.

**POST OFFER REQUIREMENTS**

- Background Check
- Valid driver’s license

<b>Department Head Recommended:</b>	<b>HR Manager Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
April 27, 2022	April 27, 2022	April 27, 2022	May 4, 2022