

Luzerne County - Human Resources Generalist

Salary: \$38,000.00 - \$42,000.00 Annually

Location: Wilkes-Barre, PA

Job Type: Full-time

Department: Human Resources

Job Number: 00283

Closing: 9/28/2018 5:00 PM Eastern

Description

This position functions as part of the Human Resources Department within the Division of Administration Services. Under limited supervision, performs responsible professional work assisting with the personnel operation of the County. Work involves developing and/or coordinating programs and policies in assigned areas such as recruitment, selection, position classification, compensation, employee relations, employee benefits, and training. Work deals on a continuing basis with highly sensitive and confidential matters, and requires sound judgment, personal initiative and discretion in completing assigned tasks. Employee must also exercise tact and courtesy in frequent contact with employees, elected officials and representatives of outside agencies and organizations.

Essential Duties and Responsibilities

- Develops and updates job descriptions; researches, complies and analyzes comparable market salary information for individual positions, departments or job classes as the need arises and for selected positions on an annual basis; presents results for review by supervisor.
- Coordinates and participates in the recruiting, selection and employment process (e.g. writing/editing job descriptions, advertising, processing applications, preparing screening criteria, administering/evaluating tests, scheduling interviews, conducting reference checks, serving on selection committees, etc.) works with department to design proactive employee recruitment and selection strategies that support workplace staffing initiatives.
- Administers and monitors compliance with policies or legal requirements such as Fair Labor Standards, Family and Medical Leave Act, Workers' Compensation, COBRA regulations, EEOC guidelines, grievance procedures, classification plans and other applicable local, State and federal policies.
- Assist with the development and interpretation of personnel policies and procedures relating to all phases of the employee/employer relationship; receives and addresses employee complaints and grievances, and advises department heads in such cases; conducts studies concerning the development and administration of personnel/payroll policies, programs, rules and regulations; recommends amendments to existing policies or writes new policies, as appropriate, and submits recommendations for further consideration.
- Coordinates the maintenance of HR information systems and databases; processes and maintains personnel and payroll transactions, records and files pertaining to

appointments, leave time transfers promotions, separations, pay adjustments and related personnel/payroll actions

- Coordinates employee training and development programs; helps design, implement or procure training programs to achieve organization goals, reinforce culture, and facilitate change; promotes training opportunities; manages training database and produces statistics and reports; develops PowerPoint or other media presentations; and conducts selected training such as new hire orientation, benefits orientation, etc.
- Assists in the preparation of the personnel component (salary, fringe benefits, and workers compensation) of the annual budget for County departments based on current and/or requested staffing levels, annual position review results, requested promotions, and recommended Pay for Performance salary increases.
- Assist in the administration of and compliance with County Personnel Policy, Collective Bargaining Agreements and County Personnel & Ethics Code
- Administers the Workers' Compensation and Unemployment Compensation Programs.
- Prepares data/reports for participation in and the conducting of compensation surveys.
- Manages data and reports associated with EEO Compliance and Programs.
- Assist in the preparation of the personnel component (salary, fringe benefits, and workers' compensation
- Serves on committees, and task forces representing the department and the County as required and needed.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- General knowledge of the principles, procedures and practices of public administration.
- Working knowledge of federal, State and local laws, rules and regulations governing personnel and benefits administration.
- Working knowledge of the Human Resource policies, procedures, methods, and practices.
- Working knowledge of administrative practices and techniques involved in directing HR management programs and services.
- General knowledge of organization, functions and programs of municipal governments.
- Skill in operating office machines and modern office software application maintenance programs.
- Skill in detail orientation, able to adhere to tight deadlines, and able to manage time effectively.
- Ability to work with a variety of officials at different levels of government under differing managerial controls and at different physical locations.
- Ability to exercise tact and courtesy in frequent contact with employees, outside service vendors or agency representatives, and the general public.
- Ability to exercise tact and discretion in handling confidential personnel matters.

- Ability to establish and maintain effective working relationships as necessitated by work assignments.

Minimum Qualifications

Minimum Qualifications & Experience:

Bachelor's degree in human resources, business administration or a related field, and 3 to 5 years of progressively responsible human resource/benefit administration experience; or any equivalent combination of training and experience which provides the required skills.

Agency

Luzerne County

Address

*Penn Place Building, Suite 225
20 N. Pennsylvania Avenue
Wilkes-Barre, Pennsylvania, 18702*

Website

<http://www.luzernecounty.org>