

TITLE: Human Resources Generalist
DEPARTMENT: Human Resources
SUPERVISED BY: Human Resources Director
FULL TIME/PART TIME: Full Time
FLSA STATUS: Non-Exempt
APPROVED/REVISED: February 21, 2023

I. Position Summary:

This position provides support to Kendall County's department heads, elected officials (if requested), and employees with a broad range of human resources services including, but not limited to recruitment and selection, onboarding and offboarding, job classification and compensation, systems and records administration, employee development, training, and employee relations.

The Human Resources Generalist also assists the Human Resources Director with the administration of Kendall County's risk management and compliance programs such as workers compensation, property insurance, auto insurance, and liability insurance.

II. Essential Duties and Responsibilities:

The essential job duties for this position include, but are not limited to the following:

- A. Provides support to Kendall County's department heads, elected officials (if requested), and employees by performing a broad range of human resources services including, but not limited to the following:
 1. Assists elected officials, managers and other County employees with the full range of human resources functions/issues (e.g., employee relations, leave and benefits, performance management, job classification and compensation, training, policy interpretation, etc.)
 2. Assists in talent acquisition and recruitment processes.
 3. Conducts employee onboarding and offboarding.
 4. Helps to coordinate employee training and professional development.
 5. Assists with Kendall County's internship program.
 6. Assists with Human Resources communications, employee engagement and retention efforts, and the County's diversity, equity and inclusion initiatives.
 7. Addresses general inquiries and concerns from County employees, department heads and elected officials regarding County policies and procedures and serves as one of the County's Human Resources liaisons to the County's elected offices and the public.
 8. Assists with the development and utilization of human resource management software to ensure compliance with all laws, regulations, union contracts, and County policies and procedures.
 9. Prepares and maintains accurate and thorough records relating to assigned human resources functions in compliance with all applicable laws, regulations, union contracts, and County policies and procedures.
 10. Compiles and analyzes data and prepares reports, forms, and other documents related to the County's human resources functions.

Kendall County Job Description

11. Other human resources duties, as assigned.
- B. Assists with the administration of Kendall County's risk management and compliance programs such as workers compensation, property insurance, auto insurance, and liability insurance by performing duties including, but not limited to the following:
1. Processes and tracks claims.
 2. Responds to inquiries about risk management and compliance matters.
 3. Assists with the resolution of billing issues.
 4. Serves as a direct contact with the County's workers' compensation and liability insurance plan providers, insurance brokers, and legal counsel.
 5. Gathers and retains certificates of insurance and other insurance related records.
 6. Prepares and maintains up to date records regarding authorized drivers, insured property and assets, and claims.
 7. Compiles and analyzes data and prepares reports, forms, and other documents related to the County's risk management and compliance functions.
 8. Keeps current on changes in state and federal laws and regulations impacting Kendall County.
- C. Responsible for filing documents, pulling documents from storage, and putting files away in storage.
- D. Serves as a Freedom of Information Act Officer for the County's Human Resources Department.
- E. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- F. Prepares and revises correspondence, reports, newsletters, flyers, brochures, and any other documentation, as needed, to perform assigned job duties.
- G. Must be able to work on-site to perform the above essential job duties.
- H. Travels to, attends and/or presents at meetings, conferences, and trainings/seminars, as assigned, both during and after regular business hours.
- I. Handles confidential matters daily relating to all functions of the Human Resources Department and maintains confidentiality of such information.
- J. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- K. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- L. Maintains regular attendance and punctuality.
- M. Performs other duties as assigned.

III. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.

Kendall County Job Description

2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
4. Requires proficient knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to prepare and analyze statistical data and reports.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Current Society of Human Resource Management (SHRM) certification and/or other risk management and/or human resources certifications are preferred.
3. Any and all other certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Proficiency with Human Resource Information Systems (HRIS) is preferred.
8. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
9. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

F. Education and Experience:

1. A minimum of an Associate's Degree and at least two (2) years of Human Resources experience is required. (Preferred areas of study/experience are public administration, risk management/compliance, and/or human resources.)

Kendall County Job Description

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties and other locations throughout Kendall County and the Chicago region to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employee may be exposed to stressful and difficult situations and material while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- D. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- E. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date