



COUNTY OF NYE

CLASS TITLE: **HR Generalist II**

BASIC FUNCTION:

Under limited supervision, performs a variety of professional activities in support of a centralized human resources system including job analysis, recruitment selection, labor relations, employee relations, benefits, compensation and classification, risk management, policy and procedures and legal compliance of Federal, State and local statutes. Administers employee benefits programs, COBRA maintenance, supplemental insurance, deferred compensation and workers compensation programs. Conveys and applies policies, contracts, and procedures to employees and throughout the course of completing work. This position may provide technical supervision and direction to clerical and technical staff. **This position is classified as “confidential” under NRS 288.**

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Conducts New Hire orientation, including information regarding benefit coverage; review documents such as PERS, I-9's, beneficiary, etc for completeness, accuracy and conformity to federal, state and County guidelines. Briefs employees on County benefits, policy and procedures, and other personnel issues; ensures processes are in compliance with all applicable regulations.
2. Confers with and interprets policies, procedures and regulations to County staff and the public.
3. Manages the COBRA program including monitoring eligibility notifications and payments.
4. Prepares and process bi-weekly payroll taxes, monthly workers compensation, employee statics report, state new hire report and retirement reporting.
5. Provide technical advice, guidance and instruction to HR staff in work procedures.
6. Provide department heads, elected officials and employees with detailed information and assistance in application of County Human Resource Management policies and procedures and collective bargaining agreements.
7. Assists County employees and the general public in person or by phone, answering inquiries related to department services, programs, and records; provides information regarding County facilities, job opportunities, benefits, and other employment-related questions; explains rules, policies, and procedures and suggests resolutions to policy-related issues, referring more complex interpretation issues to HR Director.
8. Update the HRIS (Human Resources Information System) with any benefit/deduction changes.

9. Manages the Benefits program; oversees the process of employee insurance enrollments and applications; produces a variety of reports, documents, labor statistical reports. Compiles and maintains records for use in employee benefits administration. Oversees the billing reconciliation process. Works with consultant/carrier to ensure that insurance claims are processed accurately and timely, assists employees by answering questions and researches issues related to the benefit plans.
10. Manages the Worker's Compensation program; oversees the processes of Workers' Compensation: notice of injury forms and tracking of worker compensation time for payroll purposes; maintains contact with employees for up-to-date status and submission of proper paperwork from doctors, coordinates light duty work assignments; tracks and compiles information using specialized software and prepares reports as requested; ensures compliance with OSHA regulations and reporting procedures; maintains OSHA 300 log; transmit reports to the County's Third Party Administrator and/or Workplace Safety Officer for review and follow-up; works with department management and the workers compensation claims administrator to facilitate early returns to work and transitional duty assignments.
11. Prepares a variety of general correspondence, legal documents and reports; maintains and monitors files, follows up on due dates; and performs other monitoring functions to ensure timely completion of work.
12. ~~Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.~~
13. Prepares and completes annual and periodic salary survey requests from other agencies; and annual NRS 239 Transparent Nevada report. Completes GASB Actuarial and OPEB reports.
14. Conducts organization, compensation and benefits studies, gathering data from a variety of outside sources about specific classifications or compensation practices.
15. Provides staff support to the HR Director/Manager during collective bargaining process by researching and compiling information on salaries, personnel practices and related issues as requested.
16. Conduct exit interviews as requested.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High School diploma or general education degree (GED); and 5-7 years directly related Human Resource experience and administrative / secretarial experience which includes use of word processing, spreadsheet and data base management software and which required the application of detailed regulations and procedures.

KNOWLEDGE OF:

Rules, regulations, policies and procedures and collective bargaining agreements typically administered by human resource department; Modern office practices including records

retention and filing; English grammar and spelling; detailed provisions typically found in Health Benefits Plans.

ABILITY TO:

Communicate effectively verbally and in writing; Comprehend and follow written and verbal directions; Prepare clear concise correspondence using correct grammar, spelling and punctuation; Use sound judgment in applying established guidelines to solve work problems; Work independently and use initiative; Establish and maintain comprehensive filing system; Establish and maintain effective working relationships with those contacted in the course of work; Deal courteously and professionally with the public;

LICENSES:

Valid Nevada driver's license required within two weeks.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

HR Director/Manager, Comptroller, Department Managers – All, County Manager, Elected Officials and Commissioners; Department Heads and Supervisors, Co-workers and other Department Personnel.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination and vision to perform workplace inspections; move from place to place within the office and other work sites; walk, stand, sit or drive for prolonged periods of time; handle files, stacks of paper, safety equipment and other materials; and occasionally lifting of items up to 25 pounds.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Work is performed in a standard office environment and various indoor and outdoor off-site locations.