



**JOB TITLE: Human Resources Generalist**

**BASIC FUNCTION:**

Provide work of a professional and confidential nature for Ramsey/Washington Recycling & Energy (R&E) and its employees. Work with, and under the general supervision of, the HR Manager to develop, implement, and provide guidance on nearly every specialty within Human Resources.

**EXAMPLES OF WORK PERFORMED:**

1. Promote a diverse, culturally competent, and respectful workplace.
2. Assist in the development, maintenance, and delivery of human resources policies and procedures.
3. Assist in processing applications throughout the entire recruitment cycle.
4. Coordinate and conduct new hire benefit orientation.
5. Create recruitment strategies and plans for targeted and/or hard to hire jobs.
6. Identify, develop, and cultivate relationships with sources of future candidates for R&E jobs. (For example, with local educational institutions, vocational training centers, associations, etc.).
7. Conduct exit interviews with employees to determine reasons for separation and gather information about attitudes concerning employment experience as necessary.
8. Monitor and ensure compliance with federal and state employment laws and regulatory agencies.
9. Assist with maintenance of R&E employee personnel, benefit, and training files.
10. Respond verbally or in writing to inquiries from employees, management, job applicants, other employers, or past employees consistent with applicable policies and the Data Practices Act. Respond to employment verification requests.
11. Ensure all required employment information is properly posted and clearly communicated to employees in a timely manner.
12. Provide guidance, consultation, and training to management and individual employees on interpretation and implementation of applicable State and Federal laws, and Human Resources policies, procedures, rules, labor contracts, and arbitration awards.
13. Provide Generalist consultation to employees at all levels to address employment issues.
14. Design and deliver programs that promote positive employer/employee relationship.
15. Assist HR Manager in preparation for labor contract negotiations by evaluating the impact of union demands and recommending contract changes. Participate in negotiations. Administer bargaining agreements.
16. Provide coaching and direction to management regarding handling performance problems through remedial or disciplinary intervention. Draft official disciplinary notifications and monitor delivery and follow-up.
17. Serve as liaison between R&E Board employees and Ramsey County Human Resources, as well as non-union insurance carriers, for employee benefits, including coordinating and processing benefit enrollments and change forms.
18. Administer and support employee-qualified leave of absence programs such as sick leave, short- and long-term disability, and FMLA.
19. Conduct and respond to salary surveys.
20. Review payroll to ensure all payroll changes have been properly authorized.

21. Identify, assess, and develop methods, sources and/or processes to address current and future training/development needs for individuals, groups, etc.
22. Ensure that R&E Board employees have received required training.

*(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22

**SUPERVISOR/MANAGERIAL RESPONSIBILITY:**

None

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Daily contact with R&E employees at all levels to provide guidance, answers to questions, information, and advice. Contact as needed with applicants to answer questions and screen for position vacancies, with Ramsey and Washington County Human Resources Departments, the County Attorney, IBEW Local 23 business agent and union stewards, risk manager, and insurance company staff.

**IMPACT ON SERVICES/OPERATIONS:**

Impact on the overall administration of human resources services to all R&E employees, to provide qualified applicants to R&E, ensure proper compensation of employees, administration of the IBEW Local 23 labor Agreement, and to develop and implement human resources policies and procedures. Improper performance could result in labor negotiations, disruption of R&E operations, grievances, and potential legal liability due to improper handling of confidential information or illegal hire.

**WORK ENVIRONMENT:**

Position works in a standard office environment with access to the production facilities and scale house at the R&E Center. Lighting, temperature, and noise level are typical for an industrial production facility, scale house and offices, although hearing protection is required or recommended at the production facilities as directed by operations' supervisors. Work is generally sedentary but requires some walking, standing, stooping, and reaching. Lift up to 10-15 pounds; occasionally as needed. Use of a computer for several hours each day.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Knowledge of Minnesota Veterans Preference Act, EEO and Human Rights Legislation, Fair Labor Standards Act, Minnesota Public Employment Labor Relations Act, Affordable Care Act, Cafeteria Plan regulations, ADA, FMLA, MN Pay Equity Act, and other employment laws.
2. Knowledge of Public Employees Labor Relations Act (PELRA).
3. Knowledge of the principles of organizational development.
4. Knowledge of standards, principles, practices, methods, and techniques of public personnel administration.
5. Knowledge of R&E policies, procedures, and practices; considerable knowledge of local government organization and its departmental operating requirements.

6. Knowledge of sound public sector labor relations practices and techniques and labor negotiations methods.
7. Knowledge of qualifications and characteristics of major occupational groups.
8. Skill in written, verbal, and interpersonal communication.
9. Skill in planning and organization.
10. Skill in negotiating with both internal and external groups, to resolve difficult issues without damaging relationships, to find common interests and to settle disputes amicably.
11. Ability to deliver messages and communications professionally and positively.
12. Ability to speak in public sufficient to train, explain, present, and promote personnel programs.
13. Ability to work as a team member.
14. Ability to handle confidential information with discretion and in accordance with the Minnesota Data Practices Act.
15. Ability to analyze facts and to exercise sound judgment in arriving at conclusions.
16. Ability to express oneself clearly and concisely both verbally and in writing.
17. Ability to establish and maintain effective working relationships with County officials and personnel.

**MINIMUM QUALIFICATIONS:**

**Education:** Undergraduate degree from an accredited college or university.

**Experience:** Three years of human resources experience required. At least one year of experience in Employee Relations situations is strongly preferred.

**Substitution:** Additional relevant experience may be substituted for education on a year-for-year basis.