



Pleasant Valley Recreation and Park District Job Description

Job Title: Human Resource Generalist
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Part Time

Category: Staff
Prepared Date: January 2014
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Under general supervision, responsible for human resource duties, including processing of personnel transactions, compensation, personnel record-keeping, and benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following and performs additional duties as assigned.

- Ensure Department of Labor compliance; interpret and apply labor and employment laws, rules and regulations per Government Code and Federal laws.
- Maintain accurate and consistent document/record processing and organization.
- Assist in recruiting process: job description creation/posting, handle inbound recruiting tasks, manage and support outbound recruiting; interview scheduling and applicant tracking.
- Responsible for preparation of offer letters, reference checks, degree verifications, eligibility verification, investigation and compliance with background checks as appropriate.
- Responsible for updating hiring packets and new hire orientation for all assigned divisions and/or locations.
- Work with insurance carriers, process claim reports and follow up with injured workers.
- Maintain vehicle insurance records and minor work permits.
- Maintain relationship with outside supplemental insurance agent and insurance brokers for health benefits.
- Act as one of the points of contact for legal counsel as required for labor relations, conduct District work related to this area.
- Assist with day-to day-employee benefits and personnel related questions.
- Assist with preparation of all necessary District communication pieces (i.e.: benefit offerings, compensation, policies, procedures, and employee manual).
- Facilitate employee salary and benefit surveys. Maintain records of summaries, statistics, and follow up.
- Maintain accurate and up to date position list and salary schedule for all departments on District website.
- Serve as primary back-up to payroll, collecting timesheets and running payroll as necessary.
- Work with the Accounting Specialist to verify payroll accuracy.
- Perform related duties as assigned.

OTHER SKILLS AND ABILITIES: Knowledge and enforcement of employee rights, benefits, and obligations. Experience with CalPERS system a plus. Must be able to operate basic office equipment and be PC literate with software applications in use at the District. Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and contact management systems. Must maintain the District's policies regarding Standards of Conduct and Confidentiality. Possess ability to "multitask" to handle competing priorities and demands, keep accurate records and prepare detailed reports. Communicate effectively with the public, organizations, employees, user groups, and community leaders in oral and written form. Be self-motivated, work independently, and manage time well.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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EDUCATION and/or EXPERIENCE: Associates Degree in Human Resources, Business, Finance, Communications, Public Administration or related field, or Human Resource Professional Certification with minimum of three (3) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

LANGUAGE SKILLS: Must possess excellent oral and written communication skill. Ability to read and interpret documents such as general business periodicals, professional journals, technical procedures, or governmental regulations, contracts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to develop and write reports, conduct analysis, and correspondence.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.