

South Howell County Ambulance District Job Description	
Operational Area: Administrative/Business	Job Title: Human Resource Generalist
Reports to: Chief Executive Officer	Reports From: N/A
FLSA Status: Non-Exempt	
Prepared By: Charles Rader-CEO	Reviewed By: Administration Approved by BOD: 02/20/2024
Original Date: February 2024	Revised Date:

ADMINISTRATIVE/BUSINESS OPERATIONS SUPPORTIVE MISSION:

Administrative/Business operations purpose is to ensure that all Federal, State, local regulations/laws are in compliance; that proper billing, receiving and accounting of revenues are maintained; that policy/procedure writing and compliance of such (in accordance with the will/direction of the Board of Directors) are followed. It also provides the top-level operational command structure for all District staff and department heads. When functioning at a high moral and efficient level this department provides the needed financial, logistic, administrative support and talent management skills required to support all departments and the Districts primary mission of providing emergency services to the public.

SUMMARY OF THE FUNCTION OF THIS POSITION:

The Human Resource Generalist will be responsible for performing HR-related duties on a professional level and working closely with senior HR management. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action, and employment law compliance.

QUALIFICATIONS/SKILLS AND WORK EXPERIENCE:

- Associates degree in Human Resources, Business Administration, or a related field. Bachelor’s preferred. 4 years experience or more can be substituted.
- 2+ years of experience in human resources or a related role.
- Solid understanding of labor legislation and payroll processes.
- Excellent communication and interpersonal skills.
- Strong problem-solving and decision-making abilities.
- Proficiency in Microsoft Office Suite and HRIS software.
- SHRM Certification is a plus.

Core Competencies:

- Attention to Detail: Ensures accuracy and thoroughness in all aspects of work.
- Confidentiality: Maintains strict confidentiality of employee and company information.
- Adaptability: Demonstrates flexibility and ability to manage multiple tasks and shifting priorities.
- Team Collaboration: Works effectively and cooperatively with others to achieve organizational goals.

PRIMARY JOB RESPONSIBILITIES/COMPETENCIES:

1. Recruitment & Onboarding:

- a. Coordinate and conduct the recruitment process, including posting job ads, screening resumes, scheduling interviews, and conducting interviews.
- b. Facilitate the onboarding process for new hires, ensuring a smooth transition and integration into the company.

2. Employee Relations:

- a. Address employee queries and concerns regarding HR policies, practices, and regulations.
- b. Works with Department Heads and Supervisors to handle employee grievances, disciplinary actions, and conflict resolution in a fair and effective manner.

3. Performance Management:

- a. Assist in the development and implementation of performance evaluation processes.
- b. Provide guidance to managers on performance management, feedback, and employee development.

4. Compensation & Benefits:

- a. Administer and explain benefits programs, such as health insurance, retirement plans, and leave policies.
- b. Ensure accurate and timely processing of payroll and other employee-related payments.

5. Compliance & Record Keeping:

- a. Ensure compliance with labor laws and regulations.
- b. Maintain employee records and HRIS system with accuracy and confidentiality.

6. Budgeting:

- a. Works closely with admin team to prepare annual budget for employee benefits and payroll.
- b. Works closely with department heads to assess the needs of each department's employees to create budget.
- c. Works with department heads to manages the budget within established parameters.

SHIFTS, HOURS WEEKLY, OVERTIME, TRAVEL:

- This is a full-time (40 hours) per week position but with careful consideration with CEO and admin team can be approved for part-time (16-24 hours).
- Overtime may be required/mandatory depending on workload.
- Travel will be required to attend training etc. and could include overnight stays.

PHYSICAL REQUIREMENTS OF JOB TASKS:

Note: the "intermittent" – "Constantly" definitions cover all this section of physical requirements. You can reference the standing subsection, walking subsection etc. back to these definitions. All may be performed during initial or return fitness for duty testing, patient care situations or training sessions

INTERMITTENT is on an "on and off again" basis;

RARELY = <1 % of the time **FREQUENTLY** = 34 - 66% of the time

OCCASIONALLY = 1 - 33% of the time **CONSTANTLY** = 67-100% of the time

Percentage of workday and/or intermittence is noted if appropriate. **N/A denotes "not applicable."** Surface, body part involved, object used, weight, distance, and average/maximum times are noted below.

STANDING: Occasionally

WALKING: Occasionally

SITTING: Constantly

DRIVING: Intermittent

BALANCE: Intermittent

TWIST OR TURN: Occasionally

BEND/STOOP: Occasionally

CROUCH/SQUAT: Occasionally

CRAWL/KNEEL: Occasionally

PUSH/PULL: Occasionally

CARRY: Occasionally

USING HANDS, FINGERS, MAJOR JOINTS, REACHING, MOVEMENTS ETC:

SHOULDER TO OVERHEAD: Occasionally

WAIST TO SHOULDER: Occasionally

KNEE TO WAIST: Occasionally

FLOOR TO KNEE: Occasionally

EXTENSION/FLEXION: Frequently

HANDLING/GRASPING: Frequently

SPEAK/HEAR REQUIREMENTS: So as to function in an office.

VISION REQUIREMENTS: So as to function in an office utilizing paper print, computer screens etc.

LIFTING and/or CARRYING:

1 -10 lbs. Frequently

11 - 20 lbs. Frequently

21 - 30 lbs. Frequently

31 - 50 lbs. Occasionally

51 - 75 lbs. Rarely

76 - > 100 lbs. Rarely

POSSIBLE JOB MODIFICATIONS:

A. *South Howell County Ambulance District reserves the right to modify this job description insofar as such modification does not violate Federal or State law/regulations, is retaliatory in nature and/or creates a hostile work environment for a protected class*

B. *This job description may be altered to reasonably accommodate a qualified disabled individual insofar as such accommodations are not cost prohibitive and the individual can meet the required accountabilities, competencies and physical requirements of the position*

C. *This job description in no way implies or is to be construed/interpreted to be an employment contract as the employee relationship is "at-will". Meaning, the employee or District can sever ties with or without advanced notification or reason*

Human Resource Generalist Job Description Acknowledgement

Review and signature section:

Employees are given several opportunities to review and understand the skill set job description.

- 1. Via our website and referenced on the application
- 2. When onboarding with human resources
- 3. Final review with signatures below

Reviewed and explained South Howell’s job description and its relationship with guiding documents and workplace culture. Any clarifying questions were addressed to the employee and my satisfaction.

Print, then sign name and date below:

Printed Employee Name: _____

Employee Signature: _____ Date: _____

Printed CEO: _____

Signature CEO: _____ Date: _____

Printed HR: _____

Signature HR: _____ Date: _____