

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title:	Human Resources Generalist II
Reports To:	Human Resources Director
Supervises:	None
FLSA Status:	Exempt
Pay Grade:	6

General Duties:

The Human Resources Generalist II is responsible for supporting the Human Resources Director to meet the organizational goals of Champaign County RPC (RPC). The Human Resources Generalist II works as part of the human resources team to coordinate the strategies related to talent acquisition and retention, selection, pre-employment background checks, professional development, regulatory and compliance, training, succession planning, change management initiatives, assess issues of diversity, policy and administration, and employee engagement initiatives. The role of the Human Resources Generalist II will be to assist with bridging the gap between organizational strategy, individuals, and departments. The position requires the ability to make decisions in the absence of the Human Resources Director and prepare, maintain, disseminate, and retrieve confidential information in a fast-paced environment. The Human Resources Generalist II must also be knowledgeable of and comply with federal and state employment regulations, bargaining agreements, and continuous high volumes of recordkeeping necessary to meet various program requirements. As a representative of the RPC Human Resources Team, the Human Resources Generalist II works with community leaders to develop employment initiatives for youth, veterans, and individuals reentering the workforce.

Specific Duties and Responsibilities:

- Manages the talent acquisition process with a primary focus on attracting, maintaining, and motivating staff

- Manages the recruiting activities that include but not limited to managing posting vacancies, scheduling interviews, and serving as point of contact for applicants and hiring managers
- Works collaboratively with Division Directors to timely conduct investigations related to workplace incidents
- Coordinate and process documentation necessary to support the compliance requirements of multiple grants
- Conduct new hire orientation for new employees to ensure training has been effectively administered and necessary work eligibility and payroll documents are accurately and timely completed
- Conduct E-Verify work eligibility verifications and process documents for new hires, youth employment participants
- Manages complex non-citizen work eligibility compliance to meet the requirements of the U.S. Citizenship and Immigration Services and the Department of Labor
- Works with the Human Resources Director to prepare for multiple program audits related to personnel practices and documentation
- Works closely with the Human Resource Director to improve work relationships, build morale, increase productivity and retention; assists with identifying and clarifying problems; seek and evaluate potential solutions
- Conduct and coordinate multi-tier background checks, references checks, pre-employment physicals, and immunizations for various programs
- Maintain and manage departmental forms and databases, including but not limited to ChildPlus, Kronos, tuition reimbursements, training, leave of absences, discipline and other Human Resources related areas of responsibility
- Process Workforce Opportunity Investment Act (WIOA) new hire and payroll documents and employment status changes
- Process Family Medical Leave requests and certification paperwork
- Conduct onboarding processes for non-paid interns, including obtaining background clearances as the program dictates
- Process a high volume of verification of employment requests for current and past employees
- Process RPC Worker's Compensation claims and enter incident information into the insurance carrier's web-based system
- Maintain electronic files of employees' documents necessary to ensure program compliance and an effective contingency plan in the event of a natural disaster
- Conduct various compensation and benefits surveys for both internal and external programs/vendors
- Handle inquiries (walk-in, phone, and email) from applicants, staff, administrators, and outside agencies that come into the Human Resource office
- Assists Human Resources Director in creating and implementing an onboarding and training plan for new and existing staff
- Collaborate with Human Director and hiring managers to create continuing training and education for employees
- Conduct and host employee training as needed to support agency-wide initiatives
- Represent the agency at employee recruiting events
- Assist the Human Resource Director with research projects and special projects
- Assists with Human Resources projects to support Strategic Plan priorities and department continuous improvement initiatives

- Assists with job analysis and development of job descriptions
- Assists with performance management recordkeeping
- Assist with other duties as assigned to support the goals of the agency

Required Knowledge, Skills, Characteristics and Abilities:

- Bachelor's degree in a Business or Human Resources related field; or five years of human resource work experience; or an equivalent combination of related education and work experience.
- Human Resource Certification by either SHRM or HRCI is preferred.
- Must have prior experience with developing strategic talent management systems
- Must have prior experience with workers compensation and workplace investigations
- Ability to make effective decisions during complex circumstances involving multiple state, federal, and local laws
- Advanced database/software skills; must be proficient in MSWord and MS Excel in particular; knowledge of HRIS, applicant tracking, electronic background checks, learning management systems desirable
- Must be highly organized with managing workload and projects
- Prior experience working with Kronos is preferred
- Working knowledge of employment legislation – FLSA, ACA, FMLA, ADA, ADEA, EEOC, OSHA, etc.
- Working knowledge of talent acquisition practices, benefits, and payroll
- Ability to work in fast-paced environment

Essential Functions:

- Ability to work autonomously and with a team to process high volumes of records and employee requests
- Must be able to lead projects and model behavior consistent with the agencies vision and mission
- Must be able to assess situations and make timely decisions that minimize the risk for the agency and effectively and legally provide resolution
- Must be able to effectively communicate verbally and in writing with employees and stakeholders
- Ability to organize workload to effectively meet multiple deadlines and established timelines
- Sit or stand for long periods of time to review, input, and analyze data
- Ability to travel for training and make worksite visits
- Specific, vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Effectively maintain computer systems, spreadsheets, files and reports necessary to support the goals of the organization
- Maintain awareness and knowledge of all Federal and State employment laws and compliance regulations. Ensure compliance with the RPC's EEO non-discrimination provisions and diversity initiatives as they relate to the recruiting function
- Must maintain the strictest standards of confidentiality as it relates to personnel actions and activities occurring in Human Resources

- Ability to lift 10 pounds and occasionally 25 pounds

Competencies:

- **Collaboration:** Ability to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. Collaboration applies when a person is a member of a group of people functioning as a team, but not the leader. Acts to promote good working relationships regardless of personal likes or dislikes; breaks down barriers across groups; builds good morale or cooperation within the team, including creating symbols of group identity or other actions to build cohesiveness; encourages or facilitates beneficial resolution to conflict.
- **Communication Proficiency:** Demonstrates the ability to speak to a variety of audiences in an effective and understandable manner; presents complex program related information to internal and external stakeholders; capable of communicating information in a variety of ways based on the audience. Presents ideas and facts clearly and effectively in writing, and minimizes or avoids spelling and grammatical errors.
- **Composure:** Conveys a positive image of him/herself, his/her team, and the company effectively. Understands how tone of voice, word usage, eye contact, and body language affects others' perception of him/her.
- **Customer Focus:** Convergence of product awareness, attitude, efficiency, and problem solving in a way that adds value to the team, role or organization. Satisfies expectations and requirements from both internal external stakeholders. Identifies customer needs and is able to provide solutions or answers to problems.
- **Decision Making:** The thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.
- **Delegation Skills:** In the absence of the Human Resources Director, allocates decision-making and responsibilities to others appropriately. Is able to maximize individual and organizational efficiency.
- **Effectiveness:** Ability to organize work process in such a way to "get the job done" using proper tools and support, and leveraging management, peers, and team members. Completing work that has been outline in an effective manner, which includes being done in a timely fashion to meet deadlines, and in a manner, that fulfills all requirements of the work.
- **Efficiency:** Able to achieve maximum productivity with minimum wasted effort or expense.
- **Ethical Conduct:** Demonstrates a sense of agency responsibility. Driven by positive moral principles that govern their approach to their work.
- **Interpersonal Skills:** The qualities and behaviors a person uses to interact with others properly. An employee's ability to work well with others while performing their job. Knowledge of social expectations and customs. Sometimes described as social

intelligence, which relies on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response.

- **Motivation to Succeed:** The ability to stimulate interest and enthusiasm in others in a way that benefits the organization; creates a work environment that inspires people to do their best. The willingness to take self-directed or self-motivated actions to do more than is expected in the job with the aim of improving job performance and finding or creating new opportunities. Actively looks for challenges and is committed to meeting them. Enables others to acquire the tools and support they need to continuously improve their respective performance levels. Shows eagerness to develop. Is proactive in searching for new opportunities for both, himself/herself and for the organization, and follows up on these. Is willing to go beyond the requirements of the job and take on responsibilities that are not considered his/her own.
- **Planning:** Assists in the formulation of both long-term and short-term strategies, projects and procedures by either actively participating in the planning process or by providing substantive input or data. Able to assess the actions, time and resources needed.
- **Problem Solving/Analysis:** Even in the most complex situations, breaks down problems into their fundamental parts, identifies their root causes, analyzes costs, benefits, risks, and chances for success of potential solutions, and creatively attacks problems in ways that lead to innovative solutions.
- **Professionalism:** Demonstrates a high-level of professional etiquette with internal and external stakeholders. Maintains tact in addressing difficult, awkward or conflicting situations. Displays consistent poise in all facets of his/her work.
- **Project Management:** The practice of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time.
- **Quality of Work:** Demonstrates a commitment to accuracy and thoroughness, and is fully committed to excellence in all phases of his/her job. Identifies and resolves mistakes, errors or omissions quickly and thoroughly.
- **Quantity of Work:** Achieves maximum productivity. Is effective in using time wisely and allocating tasks to ensure that all work is completed in a timely manner.
- **Respect for Diversity:** Manages all kinds and classes of people equitably and inclusively. Respects diverse perspectives. Supports equal and fair treatment and opportunity for all.
- **Resource Management:** Ability to effectively manage all resources, such as budget, effort, time-required to achieve organizational goals and business results.
- **Strategic Focus:** The ability to consider the business, demographic, ethno-cultural, political, and regulatory implications of decisions and develop strategies that continually improve the long-term success and viability of the organization.
- **Supervision:** In the absence of the Human Resources Director, oversees employees and work processes to ensure an efficient and productive work environment.
- **Team Work:** Provides assistance, information or other support for the team to build or maintain relationships with them. Works well with other team members and does not contribute to unproductive group conflict.
- **Technology:** Comfortable using technology to accomplish tasks including adapting to new technology to optimize performance.

- **Time Management:** The process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands with the finiteness of time.

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work
- Frequent use of computers, phones, photocopiers, filing cabinets, and fax machines
- Evening and weekend availability may be required
- Work may include providing services in outside agency settings such as schools and convention centers

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____