

## **Human Resources Generalist – Job Description Summary**

Under general direction, the Human Resources Generalist is accountable for performing a wide range of Human Resources related duties at a high professional level and carrying out responsibilities including but not limited to the following functional areas: compensation and performance evaluation, employee relations, affirmative action, recruitment and staffing, HR policies, procedures and processes, HRIS, and training programs. The incumbent serves as back up to other positions within the Human Resources Department.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Certificates, licenses, registrations
- Physical demands
- Work environment
- Mental demands