



Date Revised: February 25, 2022

HUMAN RESOURCE GENERALIST II- SHERIFF

Job Code: 12
Exempt: No
Department: Human Resources
Reports To: Human Resource Director
Location: Washington County Sheriff's Office

SUMMARY:

The Human Resources Generalist II is responsible for improving the productivity of the County's employees. This position assesses county-wide developmental needs to drive training initiatives and identifies and arranges suitable training solutions for employees. This position actively searches, creatively designs and implements effective methods to educate, enhance performance and recognize performance. This position is meant to act in supervisory capacity within the Human Resource Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conducts annual training and development needs assessment.
2. Develops training and development programs and objectives.
3. Administers spending against the departmental budget.
4. Obtains and /or develops effective training materials utilizing a variety of media.
5. Trains and coaches managers, supervisors and others involved in employee development efforts.
6. Plans, organizes, facilitates and orders supplies for employee development and training events.
7. Develops and maintains organizational communications such as intranet bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.
8. Conducts follow-up studies of all completed training to evaluate and measure results.
9. Modifies programs as needed.
10. Exemplifies the desired culture and philosophies of the organization.
11. Works effectively as a team member with other members of management and the HR staff.



12. Perform supervisory responsibilities which may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Carry out supervisory responsibilities in accordance with the County's policies and applicable laws.
13. Oversee special and strategic projects assigned by the HR Director, ensuring that they are completed in a successful and timely manner.
14. Assist in the development, maintenance and interpretation of the County's HR policies and employee handbook.
15. Assist with responding to Freedom of Information Act requests.
16. Participate in the development and implementation of HR goals, objectives, policies and priorities.
17. Coordinate HR programs and activities including: training and development, education resources, employee development, and employee relations.
18. Provide expertise and support for assigned HR functions.
19. Provide budgetary projections for training and development needs annually to the HR Director.
20. Collaborate with supervisors to appropriately manage long term training and development needs county-wide.
21. Assist with the preparation of Requests for Proposals (RFPs).
22. Assist the HR Director with classification, compensation and benefits studies and market review as needed.
23. Assist with maintaining the job classification system. Review, analyze and update data in various software applications to ensure information is accurate and current.
24. Assist with working with supervisors to draft and maintain job descriptions. Provide guidance for conformance with training and development standards.
25. Support workplace safety efforts by handling ergonomic and workplace safety issues as they may arise.
26. Perform other duties as assigned.

SECONDARY DUTIES:

1. In the absence of the HR Director and the HR Generalist III, responsible for supervision of HR staff, preparing communications for the Quorum Court such as Agenda items, and presenting information at Quorum Court meetings and other committee meetings as needed.
2. Other secondary duties as assigned.



QUALIFICATION REQUIREMENTS:

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.

EDUCATION and/or EXPERIENCE:

Minimum Qualifications –

1. Bachelor's Degree from four-year accredited college or university (major in business or Human Resources management or related area preferred) and/or 5 years of experience directly related to Human Resource Field.
2. SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred.
3. Certified Professional in Learning and Performance (CPLP) credential preferred.
4. Supervisory experience preferred.
5. Thorough knowledge of the principles and practices of Human Resources Administration and of the laws and regulations affecting Human Resources Administration practices.
6. Effectively communicate with others orally and in writing often under complex conditions that require good judgment.
7. Ability to read and interpret federal and state laws affecting Human Resources Administration practices.
8. Ability to work independently with little or no supervision.
9. Excellent verbal and written communication skills.
10. Strong presentation skills.
11. Adept with a variety of multimedia training platforms and methods.
12. Ability to evaluate and research training options and alternatives.
13. Ability to design and implement effective training and development.
14. High degree of organizational skills and ability to prioritize and meet deadlines.
15. Must be proficient in the use of a computer and related software programs including word processing and spreadsheet applications. Possess the ability to become proficient in the County's document imaging software, financial and HRIS systems as well as other HR applications. Ability to use standard office equipment (telephone, copier, etc.)
16. Must be able to sit for long periods of time; move from location to location. Ability to manipulate computer keyboard and papers; and stoop or bend (such as to work with and around filing cabinets). Occasional light lifting and carrying up to 10 pounds, may be required.

OTHER SKILLS and ABILITIES:

- Must successfully pass criminal background check, including but not limited to convictions, guilty pleas, or no contest pleas to violent offenses, theft offenses and any offense under A.C.A. 21-15-103 and A.C.A. 21-15-111.



- Must possess a valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands and fingers to handle, or feel objects; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 10 pounds. The employee must possess close vision, color vision, and the ability to adjust focus.

Must be able to move from location to location. Ability to manipulate computer keyboard and papers; and stoop or bend (such as to work with and around filing cabinets). Occasional light lifting and carrying up to 10 pounds, may be required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: *Patty Burchett*

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____