

Title: Human Resources Generalist	Effective Date: April 24, 2017	Grade: IX	Job Category: Clerical
Prior Title: Attendance Administrator, Leave Administrator, PAHR Administrator, Personnel Auditing Clerk	Prior Effective Date: October 4, 2012	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under supervision of the Personnel Officer this position is responsible for administering various human resources related policies and procedures.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Provide guidance to Department employees regarding leave policies such as FMLA.
- Prepare reports and correspondence.
- Provide assistance and support regarding interpretation and administration of Department personnel policies, programs, and procedures.
- Assist managers and employees with Human Resources systems such as Kronos Workforce Central, Hiring Management Console/Talent Acquisition System, ACE, and other Department software applications as needed.
- Scan and verify personnel file information.
- Assist with office support such as answering phones and cross training to provide back-up support to other personnel functions.
- Assist with employment verifications, wage statements, and FOIA requests.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in human resources management, organizational management, or closely related field; OR the educational equivalent to a high school diploma plus a minimum of four years of experience in the human resources field. Knowledge of human resources management principles, methods, and practices. Knowledge of state and federal employment law. Strong organizational skills and attention to detail. Exceptional written and verbal communication skills. Ability to interpret and apply Department policies and procedures. Working knowledge of Microsoft Office applications. Ability to multi-task and balance multiple priorities.

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.