



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Human Resources Generalist

Reports To: Director of Human Resources

Status: Full Time/40 hours

Classification: Non-Exempt

Pay Scale/Grade/Salary: Approved by Salary Board

JOB SUMMARY

The Human Resources Generalist supports the Director of Human Resources by performing the administrative, operational and confidential duties associated with the functions of the Human Resources Department.

ESSENTIAL FUNCTIONS (Illustrative Only)

1. Acts on behalf of the Director of Human Resources in their absence.
2. Assists with evaluating and revising county policies and procedures.
3. Provides assistance with job candidates by positing positions internally and externally; screening resumes/applications; assisting with interviews.
4. Completes orientation for all new hires, including providing informative information regarding the retirement and benefits programs.
5. Completes benefits paperwork for new hires, qualifying events and terminations.
6. Completes quarterly audits of county plans for accuracy.
7. Maintains vacation, sick and compensatory time balances.
8. Assists with County safety and wellness efforts to help control costs.
9. Maintains and develops job descriptions.
10. Maintains personnel records, including updates to job classifications, merit increases, transfers, etc.
11. Provides employees with updates and information as needed.
12. Development of Human Resources quarterly newsletter.
13. Development and ongoing maintenance of Onboarding presentation with content provided.
14. Assists with development of Summary Plan documents for health care plans.
15. Updates job knowledge by participating in educational opportunities.
16. Files the EEO-4 reports annually.
17. Assists with COVID mitigation.
18. Develops and maintains content for County Intranet site.
19. Performs all other administrative and clerical duties as assigned by the Director.

COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Interpersonal Skills** – Maintains confidentiality; listens to others without interrupting, keeps emotions under control; remains open to others' ideas.
2. **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills; participates in meetings.

3. **Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
4. **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others; contributes to building a positive team spirit.
5. **Professionalism** – Treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
6. **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
7. **Innovation** – Displays original thinking and creativity; generates suggestions for improving work; develops innovative approaches and ideas.

QUALIFICATIONS

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.

1. **Education and/or Experience** – High School Diploma, Associate's degree required, Bachelor's degree preferred, in Human Resources or Business-Related field preferred. 1-3 years of human resources experience preferred.
2. **Language Skills** – Ability to read, analyze, and interpret documents. Ability to respond to common inquiries or complaints. Ability to write articles for publication and/or distribution. Ability to effectively present information to management and public groups.
3. **Computer Skills** – Microsoft Office Suite (Word, Excel, PowerPoint, Publisher); Adobe Acrobat software.
4. **Confidentiality** – Must keep all information confidential.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers; feel, talk, and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**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.*

WORK ENVIRONMENT

While performing the duties of this job, the employee is mostly working in an office environment.

SPECIAL NEEDS

Must have a valid driver's license and be able to travel if required.

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Department Heads. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

By signing this I acknowledge that I can perform all the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print Name: _____