

Berkeley County Government

JOB OPENING - EXTERNAL POSTING

HR GENERALIST 1 (PS101139)

DEPARTMENT: HUMAN RESOURCES – Sheriff's Office

JOB SUMMARY/ESSENTIAL FUNCTIONS: This position performs a variety of specialized tasks focusing on two to three key areas of Human Resources. Answer routine inquiries regarding Sheriff's Office SOP and County policies, practice and procedure. Partner with hiring managers/supervisors to identify and understand personnel needs and manages recruitment process. Assess potential candidates for fit within the position identified including skills, education and experience. Assist in conducting prescreening interviews, participate in interviews and make recommendations. Help to identify best fit candidates and effectively fills open positions in the most timely, efficient and affordable manner. Maintain and/or create records and documents for personnel transactions such as hires and terminations. Responsible for distributing employee communications relating to training and other HR related materials. Assist in developing recruiting plans employing traditional sourcing strategies and unique creative recruiting ideas. Utilize the Internet for recruitment and ensure a steady supply of qualified candidates. Create HR metrics reports on recruitment activities utilizing IFAS, Microsoft Word and Excel. Attend job fairs and other community events for recruiting and company recognition. Ensure appropriate audit trails exist for all input. Maintain BIC and County Website job information including job postings and job descriptions. Assist with all employee events, including the Benefits Fair, Employee Forums, New Hire Luncheons, Holiday events, etc. Perform other duties as assigned.

QUALIFICATIONS:

A Bachelor's Degree in Human Resources or a related field and two (2) years related HR experience; or an equivalent combination of education and experience required.

A professional certification such as PHR, SPHR, or GPHR through HRCI is desired. A professional certification such as PHR, SPHR or GPHR is desired. Candidates who are not certified upon hire will be required to certify within one (1) year of employment, and are required to maintain current certification as a condition of continued employment.

Human resource generalist experience also required.

Familiarity with various recruitment sources such as online, social media, local contacts, or other creative methods preferable.

Proficient knowledge of labor laws, including FMLA, ADA, Title VII, and other Federal/State laws required.

Ability to maintain a high level of confidentiality and to work in a fast-paced stressful environment is essential.

Ability to multi-task, have good interpersonal skills, decision making and accountability; commitment to continuous improvement; personal and work ethics.

Knowledge of HR practices and procedures and working knowledge of IFAS strongly desired.

Skilled in the operation of all basic office equipment including scanner, copier, fax, etc.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle objects; and reach with hands and arms. The employee is required to talk and hear. The employee must occasionally lift and/or move up to fifteen (15) pounds. Specific vision abilities required by this job include close vision, distance vision, and the 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.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS DUTIES:

This position is normally classified as non-exempt and reports directly to the Human Resources Director. Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 8:00 a.m. until 5:00 p.m. with the ability to work flexible hours after 5:00 p.m. when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during special events and emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

HR Generalist 1 - Grade C28

Entry Level Bi-Weekly Pay Range: \$1277.89 - \$1469.57

Date of Posting: 06/26/2015

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an at-will basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.