

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

HR GENERALIST (PS101446)

DEPARTMENT: HUMAN RESOURCES

JOB SUMMARY/ESSENTIAL FUNCTIONS: This position will perform a variety of specialized tasks focusing on two to three key areas of Human Resources. Act as administrator for all aspects of Family Medical Leave Act (FMLA) for the County, including communication with employees, monitoring time taken and reviewing all confidential medical documents. Maintain and update all FMLA metrics monthly. Answer routine inquiries regarding County policies, practices and procedures. Serve as back up for processing unemployment claims and represents the County at DEW hearings. Update HR webpage and promote County positions and HR events. Partner with hiring managers/supervisors to identify and understand personnel needs and manage recruitment process. Assess potential candidates for fit within the position identified including skills, education and experience. Perform reference, E-verify and background checks for potential employees. Write and forward rejection letters. Input and maintain a variety of HRIS data. Ensure appropriate audit trails exist for all input. Coordinate employee events, including Vendor Fair, Benefit Fair, New Hire Luncheons, etc. Assist in leading the County's training initiatives and programs. Responsible for creating employee communications relating to training and other HR related materials. Responsible for co-creating and implementing recruiting initiatives and programs. Ensure training is in compliance with both Federal and State Laws, as well as, County policy. Assist staff with various research, payroll, recruitment, training, employment relations, compensation, and benefit projects when required, including copying and scanning duties. Coordinate and schedule with employee events and special projects. Perform diversified HR duties to support the department and co-workers. Responsible for creating miscellaneous documents, letters, spreadsheets, and reports as required and requested. Perform other duties as assigned.

QUALIFICATIONS:

GENERALIST 1 - 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 or SHRM-CP is desired.

GENERALIST 2 - Bachelor's Degree in Human Resources or a related field and four (4) years related Human Resources experience, or an equivalent combination of education and experience required.

A professional certification such as PHR or SHRM-CP is required.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

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 twenty-five (25) 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 classified as non-exempt and reports directly to the Human Resources Generalist 3. 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 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. 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

HR Generalist 2 – Grade C35

Entry Level Bi-Weekly Pay Range: \$1576.06 - \$1812.47

Date of Posting: 01/10/2017

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.