

# UNIFIED JUDICIAL SYSTEM POSITION DESCRIPTION

## HUMAN RESOURCES GENERALIST

**CLASS CODE: 99-31-22**

### POSITION PURPOSE

Supports human resource functions by coordinating all recruitment and announcement activities and processes, the Family and Medical Leave services to employees, and ergonomic assessment evaluations for employees.

### DISTINGUISHING FEATURE

This position is distinguished by accomplishment of assigned human resources functions by managing recruitment, announcement, ergonomic assessments, and FMLA activities.

### MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Manages the recruitment activities in the Unified Judicial System (UJS) to ensure job openings are properly advertised and applications are accurately routed to the appointing authority.
  - a. Promotes the Unified Judicial System throughout South Dakota and surrounding states as an employer of choice by creating appealing and descriptive recruitment materials.
  - b. Prepares and distributes job announcements for posting to attract a qualified applicant pool.
  - c. Networks with potential hires through professional groups, social media, newspaper ads, radio ads, career fairs, and events to promote the Unified Judicial System and open positions.
  - d. Assists applicants in applying for positions within the applicant system.
  - e. Creates a list of all applicants and forwards the list along with all applications to the appointing authority when the job announcement closes.
  - f. Administers the new hire incentive program to ensure announcements have required information and payments are tracked appropriately.
  - g. Liaisons with the Bureau of Human Resources (BHR) regarding changes to the applicant system and recommends changes to the UJS processes regarding those changes.
  - h. Assists South Dakota Department of Labor, BHR, and applicants with questions on job announcements and new-hire employee information.
  - h. Maintains closed job announcement files and prepares them for storage.
  - i. Provides training to supervisors on the applicant/announcement system.
  - j. Audits closed announcement files to ensure proper procedures were followed and provides any follow up training needed to ensure compliance with best practices.
  - k. Assists in Equal Employment Opportunity Commission (EEOC) complaint investigations dealing with the application process.

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2. Manages the Family and Medical Leave Act (FMLA) process in the Human Resource's office to ensure compliance with federal law and UJS policies and procedures.
  - a. Advises supervisors and employees on the proper use of FMLA.
  - b. Sends FMLA letters to employees regarding the need for FMLA and FMLA usage.
  - c. Follows up with employees regarding FMLA paperwork and required documentation to ensure FMLA protection and rights.
  - d. Maintains and tracks all FMLA usage.
  - e. Liaisons with BHR regarding FMLA tracking and coordinates with the Human Resources Specialist regarding FMLA during the payroll process.
  - f. Answers routine questions regarding FMLA process and procedure.
  - g. Ensures FMLA employees receiving information during annual benefit enrollment and other relevant human resource information during absences.
  - h. Develops and provides FMLA training and resources to supervisors and staff.
3. Manages the ergonomic assessment process for UJS employees to ensure employees workstations are set up ergonomically.
  - a. Conducts ergonomic assessments by evaluating office and equipment set up.
  - b. Travels to and interviews employees regarding their workstation and work areas addressing concerns identified by the employee as problematic.
  - c. Provides a written report to include recommendations to the employee and supervisor.
  - d. Assists the supervisor with arranging ergonomic assessment recommendations.
  - e. Documents any recommendations not made and reasons not completed.
  - f. Tracks ergonomic assessments completed and provides reports.
  - g. Provides any ergonomic training to support UJS employees' needs.
4. Manages and maintains the position descriptions for the UJS to ensure accurate, descriptive, and consistent descriptions.
  - a. Researches positions descriptions and classification trends.
  - b. Interprets and implements classification rules, policies, and best practices.
  - c. Evaluates and recommends classification, reclassification, discretionary salary increases, and pay grade changes to the system.
  - d. Develops new position descriptions and revises existing position descriptions.
5. Completes special projects and reports as needed to assist the Human Resources office.
6. Completes payroll action forms (PA) and processes payroll during the absence of the Human Resources Specialist.
7. Performs other work as assigned.

### SUPERVISORY FUNCTIONS

This position does not supervise.

### ESSENTIAL FUNCTIONS REQUIRE

Proficiency in the use of varied office equipment including computers, printers, telephones, copiers, etc.; proficiency in use of systems and software especially Word and Excel; proficiency in using social media such as LinkedIn, Facebook, Instagram, etc. to recruit for vacancies and promote the Unified Judicial System as a great place to work; attendance in accordance with

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EEO: 2

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Currently Revised:

FLSA: Exempt

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rules and policies; and meticulous attention to detail when managing FMLA and ergonomic assessments and medical files, and maintaining required documentation according to laws and policies. This position also requires working effectively with coworkers; meeting deadlines; and communicating (verbally and in writing) complex rules, policies, and procedures.

### **PROBLEMS AND CHALLENGES**

Challenges include ensuring adherence, monitoring, and tracking of FMLA, which is a complex federal law; and ensuring maintaining effective methods and current trends with regard to recruiting efforts. Further challenged to maintain personnel and medical files up to date with accurate and timely information. Additionally, challenged to apply policies and procedures consistently in the areas of human resources; and to inform employees and make sure they understand how various laws, rules, and policies impact their situations.

Problems encountered include maintaining all personnel information within established laws, policies, and rules and within records retention policies; finishing all tasks within timelines; and providing timely and accurate information to employees.

### **DECISION-MAKING AUTHORITY**

Decisions include approving an announcement posting, FMLA letters to send; answering employee questions regarding hiring processes, FMLA, and ergonomic assessments; how to create a query from a request; classification recommendations; and how to create a spreadsheet to maintain requested data/information.

Decisions referred include overall FMLA and ergonomic policies and procedures and complex questions, statewide changes to the announcement process, resolutions in unusual situations or potentially legal matters, system classification and compensation plan, and development of policies and procedures.

### **CONTACT WITH OTHERS AND PURPOSE**

Daily contact with supervisor and coworkers regarding daily functions; and with circuit administrative personnel to exchange information, answer questions, and assist with concerns and problems; frequent contact with UJS employees to discuss FMLA and ergonomic needs and answer questions; continual contact with circuit staff and outside partners to recruit and promote the Unified Judicial System openings and positions.

### **WORKING CONDITIONS**

The incumbent works in a typical office environment. This position will involve at least monthly travel to promote the Unified Judicial System as an employer of choice, attend career fairs to recruit for open positions, and conduct ergonomic assessments.

### **COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT**

#### **Knowledge, Skills and Abilities:**

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### Knowledge of:

- human resource rules, policies, and procedures related to FMLA and ergonomic assessments/evaluations;
- recruitment tools and resources such as social media platforms and other resources to promote the Unified Judicial System and recruit applicants;
- classification methodology and evaluation;
- Microsoft applications specifically Word and Excel.

### Skill in:

- problem-solving problems that arise and have not occurred in the past;
- critical thinking;
- time management and effectively prioritizing workload.

### Ability to:

- effectively promote the Unified Judicial System as an employer of choice;
- interpret and apply rules and procedures;
- adhere to established deadlines and timeframes;
- maintain confidentiality of UJS employees' personnel and medical file information and work-related issues;
- organize and create detailed spreadsheets;
- travel monthly for in-state for career fairs, recruitment activities, and ergonomic assessments and some out-of-state for recruitment and training;
- create queries on various personnel/human resources data;
- communicate effectively both orally and in writing with a wide variety of people.

### Education:

Bachelor's degree in Human Resources, Sociology, Psychology, or a related field.

### Experience:

Two (2) years of experience in human resources activities such as payroll, recruitment, FMLA management, or related field; or an equivalent combination of related education and experience.