

**Alaska Court System
Class Specification**

HUMAN RESOURCES GENERALIST I

Range: 12

EEO4: 06

SOC: 43-3050

Class Code: C3505

Definition:

Under general direction, the Human Resources Generalist I performs paraprofessional and technical duties for the Alaska Court System in the areas of personnel and payroll action processing, employee benefits, leave administration, performance evaluation review, new hire orientation, and recruitment.

Distinguishing Characteristics:

Human Resources Generalist I is the entry level of the payroll and recruitment class series. Incumbents perform a variety of paraprofessional and technical work to support the human resources function of the Alaska Court System. Routine assignments are performed in accordance with and through interpretation of standard practices, policies, rules, and regulations with infrequent supervisory review.

Positions in this job class series are flexibly-staffed. Progression to the higher level may occur when the incumbent: 1) successfully completes a specific training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved by the Human Resources Department.

Human Resources Generalists I are distinguished from the Human Resources Clerk by: the level of authority to process personnel actions; by the knowledge required for a variety of human resource processes; and by the requirement to analyze and use information to make recommendations.

Supervision Received: Human Resources Generalists I work under the general direction of the Human Resources Analyst or the Payroll Supervisor.

Supervision Exercised: Human Resources Generalists I do not supervise other employees but may serve in a lead capacity and assist in training other staff.

Complexity of Tasks: Human Resources Generalists I perform technical level duties to coordinate and process day-to-day human resource and payroll activities. Incumbents must understand personnel and payroll guidelines, policies and procedures and processes in order to apply or advise others on how to apply them. Incumbents may be assigned responsibility for difficult and complex technical tasks usually with a high consequence of error.

Independent Judgment: Duties require the exercise of independent judgment in the application and interpretation of statutes, rules, regulations, and policies pertaining to human resources functions. Questions or unusual situations may be referred to the supervisor or manager for resolution.

Examples of Duties:

Provide advice or direction to managers and supervisors and information to employees on human resource processes such as payroll, leave, retirement, benefits, recruitment, and the performance evaluation process through the interpretation of personnel rules, policies, and procedures.

Conduct new employee orientation, explaining all forms and various benefit plans.

Complete all personnel actions encompassing the full range of employment actions from appointment to separation in accordance with established policies and procedures.

Review new hire paperwork for completeness and accuracy, and identify discrepancies.

Enter personnel data into the State of Alaska payroll system and various ACS Human Resources databases within established timelines.

Analyze, calculate, verify, and accurately enter time and attendance and other data into the State of Alaska payroll system.

Calculate overtime and premium pay such as shift differential, travel, stand by, recall, and deputy magistrate pay in accordance with established rules, policies, and procedures.

Research and conduct audits to investigate pay and leave discrepancies, calculate and prepare necessary adjustments, and draft written correspondence to employees or managers.

Calculate and prepare pay and leave adjustments such as retroactive merit increases, temporary salary adjustments, workers' compensation adjustments, leave cash-ins and donations, and prior service leave adjustments.

May review and certify personnel action forms for technical accuracy.

Perform audits of service credit and leave without pay to determine longevity increments, leave service, merit anniversary dates and regular status dates for full-time, part-time, and job share employees.

Interpret payroll, leave policies and procedures, and apply principles and rules to actual situations. Analyze pay/leave reports for adherence to rules, accuracy, and internal consistency.

Certify payments, leave accruals, and benefits for employees in accordance with established policy and procedure.

Provide recruitment assistance to managers and supervisors; prepare recruitment announcements; review and approve interview questions; authorize job offers, conduct criminal history background checks, and draft written job offers.

Review job applications; explain application procedures; determine eligibility of each applicant; correspond with applicant to request additional information when necessary.

Conduct human resource related fact finding; gather information and prepare draft responses to inquiries or complaints from agencies or the public; participate in routine human resource investigations to determine factual accuracy and consistency with policies and procedures; recommend corrections or changes to supervisors.

Assist with training of new staff as requested.

Knowledge, Skills, Abilities:

A Human Resources Generalist I requires knowledge of:

- Business English and proper grammatical expression.
- Human resource policies, procedures, rules and terminology.

A Human Resources Generalist I requires the ability to:

- Prepare reports and correspondence. Make arithmetic computations.
- Interpret and effectively explain departmental policies, rules, and regulations to various individuals.
- Comprehend written material and interpret and apply rules and instructions.
- Speak and write effectively.
- Analyze situations accurately and take effective action.
- Meet and deal tactfully with the public, and maintain cooperative relationships with other employees.
- Use common office equipment and standard computer software.

Minimum Qualifications:

A high school diploma or General Education Development (GED) certificate AND two years of general clerical work experience AND the ability to type at least 40 words per minute (net). The required work experience is met by service as a Human Resources Clerk of Deputy Clerk II with the State of Alaska or an equivalent position with another employer.

Substitution:

A bachelor's degree from an accredited college will substitute for the two years of required general clerical work experience.

07/14 – Change in title and code