

Human Resource Generalist

Exempt (Pay Grade 11: \$48,876 - \$73,320)

Minimum Education/Experience

- Bachelor's degree in relevant field
- 5 years relevant work experience

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none"> • Often leads one or more activities within institutional human resource services, including ensuring that assigned work is carried out within defined parameters, and suggesting modifications to achieve intended results. • Normally receives general directions on new assignments, and no directions on routine work. 	<ul style="list-style-type: none"> • Decisions significantly impact the quality of institutional human resource capacity.
Budget/Financial accountability	<ul style="list-style-type: none"> • N/A 	
Institutional resources and relationships	<ul style="list-style-type: none"> • Serves as spokesperson for activities s/he leads. • Serves a primary liaison with potential employees, current employees, and representatives of benefits services. • Provides human resource data to inform institutional decision-making. 	<ul style="list-style-type: none"> • Decisions moderately impact the quality of information used to make institutional resource decisions.
Staff leadership	<ul style="list-style-type: none"> • Participates in a team of exempt and non-exempt staff. • Provides mentoring, coaching, and assessment for staff across the institution related to human resource services. 	<ul style="list-style-type: none"> • Decisions significantly impact the quality and productivity of the work environment