

**Jordan School District  
Classified Job Description**

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| Job Title: <b>Human Resource Generalist (M76)</b>                   | Job Family: 8        |
| Department: Human Resources   | Lane Placement: 9    |
| Supervisors Title: Human Resource Administrator                     | Contract: 242 days   |
| FLSA Classification: <u>Non-exempt</u>                              | Hours per day: 8     |
| Department Approval: <u><i>[Signature]</i></u>                      | Date: <u>6-6-13</u>  |
| ADA Review: <u><i>[Signature]</i></u>                               | Date: <u>6-24-13</u> |
| Human Resources Approval: <u><i>[Signature]</i></u>                 | Date: <u>6-12-13</u> |
| Superintendent Approval: <u><i>[Signature]</i></u>                  | Date: <u>6/24/13</u> |
| Origination date: <u>08/11</u> Revised: <u>07/13</u> Revised: _____ | Revised: _____       |

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**GENERAL FUNCTION**

Under the supervision of the Human Resource Administrator, the **Human Resource Generalist** will assist in monitoring and coordinating the District leave policies, including FMLA, Worker's Compensation, Sick Leave, USERRA, Leave of Absence, Return to Work (RTW), etc. The Generalist may assist in ADA and 504 employee requests. Will also conduct employment interviews for entry level positions following established procedures and ensuring legal standards are followed. In addition, the Generalist may assist in conducting District level investigations.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- This position requires punctual and regular daily attendance.
- Incumbent distributes, tracks and processes leave request paperwork. Determines if employees are eligible for FMLA, Sick Bank, Leave of Absence, etc. Coordinates with Workers Compensation carrier to track on-the-job injuries and provide the administration with injury data.
- Incumbent distributes, tracks and processes employee ADA and 504 requests. Will assist in determining if employees are eligible for a reasonable accommodation related to their position.
- Communicates with employee and employee's supervisor regarding leave days and expected return to work date. Will coordinate with all stakeholders if an employee is eligible for RTW within the work restrictions outlined by the physician.
- Coordinates all military leave requests to ensure paperwork has been submitted and the employee and school/department are made aware of leave dates and guidelines.
- Receives and coordinates requests for sick bank usage. Will answer questions for employees and will prepare meeting information for sick bank meeting. Provides notification to employees of approval or denial of benefits under sick leave.
- Runs reports to track employee leave days and will report issues or concerns to the HR Administrator.
- May conduct employment interviews for entry level positions by following established procedures and ensuring legal standards are followed.
- Job involves personal contact with employees, family members and District personnel in answering questions relevant to all District leave policies.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Bachelor's degree in Human Resource management or related field required. Master's degree in Human Resources or related field preferred.
- Requires two years of job related experience or an equivalent combination of education and experience.
- Requires an additional one year of experience and training related to FMLA, Worker's Compensation, District leave policies, RTW and Military Leave.
- Must demonstrate competence in reading, writing and math.
- Requires strong interpersonal skills, including the ability to communicate effectively with a diverse population of employees.
- Requires knowledge of compensation, benefits, recruiting or performance evaluations. Requires knowledge of the process for collecting professional development materials and resources.
- Requires ability to listen and understand information presented through oral and written communication.
- Must be self-motivated and able to work independently.
- Must be proficient in the use of the Internet.
- Must demonstrate ability to conduct interviews professionally and legally.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Standard office equipment and machines (e.g. computer, typewriter, pen, pencil).

**Physical Requirements --- Not limited to the following:**

- Requires ability to lift a minimum of ten pounds. Incumbent is frequently required to sit and occasionally stand and walk.
- Incumbent uses hands to finger, handle and feel is required to talk and hear.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.