Cerro Gordo County - Human Resources Generalist: Full-time position with Cerro Gordo County. Salary range $50,000 to $62,400 depending on qualifications. Excellent benefit package including health insurance, life insurance, paid leave, deferred compensation plan and IPERS. This position will assist the Administrative Services Department with human resource matters such as recruiting, onboarding, coordinating training, workers compensation, employee leave and benefits. The position will also assist as needed in other areas under the Administrative Services Department. The candidate should be a self-starter able to work with minimal supervision. Minimum education requirements are an A.A. degree or 60 hours of college level coursework with a Bachelor’s degree in Human Resources, Business Administration, Public Administration, or related field preferred.

Application and job description may be picked up in person at:

Cerro Gordo County Administrative Services Office
First Floor, Courthouse
220 North Washington Avenue
Mason City, Iowa

By visiting our website at: www.cgcounty.org
Or requested by contacting our E-mail address: hr@cgcounty.org

Position will remain open until filled with first review of applications on July 3, 2023. Pre-employment physical and drug screen required. Cerro Gordo County is an EOE.

Posted: June 14, 2023
CERRO GORDO COUNTY, IOWA
POSITION DESCRIPTION

Position Title:  Human Resources Generalist

Department: Administrative Services

Immediate Supervisor: Chief Administrative Officer (CAO)

Shift: Business hours are 8:00 a.m. to 4:30 p.m., Monday – Friday, additional hours as needed

Location: Cerro Gordo County

FLSA: Non-exempt  Salary Range: $50,000 to $62,400

Approved by: Board of Supervisors  Date: June 13, 2023

Summary:
The Human Resource Generalist will assist with the daily functions of the Human Resource (HR) department including recruiting, onboarding new staff, assisting in administering pay, training, benefits, monitoring leave, safety and enforcing company policies and practices. The position will assist in other areas of the Administrative Services Department as needed.

Essential Duties and Responsibilities:

• Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
• Assists in recruiting and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
• Conducts or acquires background checks and employee eligibility verifications.
• Implements new hire orientation and employee recognition programs.
• Works with various internal committees.
• Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance management; productivity, recognition, and morale; occupational health and safety; and training and development.
• Oversees employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
• May assist in employee disciplinary meetings, terminations, and investigations.
• Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
• Maintains knowledge of trends, best practices, regulatory changes, and recent technologies in human resources, talent management, and employment law.
• Assists in the development, training, and enforcement of safety policies in all county departments.
• Assists in managing workers’ compensation claims and collaborating with supervisors on back to work planning.
• Plans employee training through the Learning Management System and in-person training.
• Performs other duties as assigned within the Administrative Services Department.

Supervisory Responsibilities:

May be assigned supervisory duties in the absence of the CAO.

Required Skills and Abilities:

• Excellent verbal and written communication skills.
• Excellent interpersonal, negotiation, and conflict resolution skills.
• Excellent organizational skills and attention to detail.
• Excellent time management skills with a proven ability to meet deadlines.
• Strong analytical and critical thinking skills.
• Ability to prioritize tasks and seek assistance when appropriate.
• Ability to act with integrity, professionalism, and confidentiality.
• Thorough knowledge of employment-related laws and regulations.
• Proficient with Microsoft Office Suite, excel, power point or related software.
• Proficiency with or the ability to quickly learn the organization’s systems.
• Ability to function well in a high-paced and at times stressful environment.
• Proficient with Microsoft Office Suite, outlook, excel, power point or related software.
• Establishes and maintains effective working relationships with co-workers, supervisors, other departments, agencies, and the public.
• Able to work with minimal supervision.

The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Education and Experience:

Associate of Arts degree or 60 hours of college level coursework required, Bachelor’s degree preferred in Human Resources, Business Administration, Public Administration or related field. Prefer a minimum of three (3) years previous office experience preferably performing human resource responsibilities, general or legal administrative assistant duties, or office management experience. Human resources experience is a plus.

Certificates, Licenses, Registrations:
None required.

**Physical Demands:**

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.

- Operates common office equipment such as typewriters, calculators, fax machine, photocopiers, and multi-line telephones.
- Types 45 wpm accurately and uses a computer for the purposes of word processing, data entry, spreadsheets, presentations, electronic communication, and research.
- Has sufficient manual dexterity to make handwritten notations and which permits moderate to heavy use of a keyboard and mouse.
- Has sufficient vision which permits moderate to heavy production and review of a wide variety of materials both in electronic and printed forms.
- Lifts, pushes, and/or carries up to 30 pounds.
- Sits, stands, walks, climbs, stoops, kneels, crouches, squats, bends, twists, and reaches.
- Has sufficient personal mobility to complete work at various county facilities.

**Work Environment:**

- Tasks are regularly performed without exposure to adverse environmental conditions. Work is primarily performed in an office environment.
- Headaches, eyestrain, carpal tunnel and related occupational hazards associated with computer work reflect most common potential for injury.
- While performing the duties of this job, the employee may be exposed to physical harm caused by an emotional consumer or the general public.

**Comments:**

- Salary level is dependent on education, skills and experience.
- Some meetings may require evening attendance.
- Must have a valid Iowa Driver's License and have reliable transportation. Must be insurable for driving under county’s insurance company policies.
- Maintains general knowledge of first aid and administers aid for minor injuries.
- Applicant will be subject to post offer, pre-employment drug and physical testing.

*Cerro Gordo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.*