



**Winnebago County**  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Human Resource Generalist  
**LOCATION:** Human Resources  
**HIRING RANGE:** \$59,529 - \$66,144/Yr.  
**STATUS:** Full Time  
**HOURS PER WEEK:** 40  
**WORK HOURS:** 8 am -4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## **WINNEBAGO COUNTY POSITION DESCRIPTION September 2024**

**POSITION TITLE:** Human Resource Generalist

**DEPARTMENT:** Human Resources

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Provides a wide range of Human Resource-related functions to assigned County departments and employees.

### **ESSENTIAL FUNCTIONS:**

1. Provides advice and assistance in employee relation matters to department managers, supervisors, and employees.

2. Manages internal and external recruitment efforts, including advertising, interviewing, selection, and onboarding. Conducts evaluations of recruiting strategies, and recommends and implements enhancements to the County's recruitment and retention efforts.
3. Drafts and revises position descriptions as needed.

**ADDITIONAL ESSENTIAL DUTIES:**

1. Helps to ensure compliance with federal and state employment laws and Winnebago County Human Resources Policies.
2. Handles employee performance and disciplinary matters, including conducting investigations and drafting and administering disciplinary actions.
3. Provides assistance with employee performance evaluations, performance improvement plans, and training needs.
4. Performs or assists in performing investigations into employee complaints, including discrimination and harassment complaints, and other management investigations as needed.
5. Assists with managing and evaluating leave of absence requests and disability accommodations.
6. Assists with position evaluation and classification matters and organizational studies.
7. Performs research regarding labor markets, organizational needs, and other matters as directed.
8. Provides other related duties as may be assigned.

**WORK RELATIONSHIPS:**

1. Reports to Human Resource Manager.
2. Works regularly with Winnebago County employees, department managers, vendors, service providers, and applicants for County positions.

**REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's degree or higher from an accredited institution of higher learning, preferably in human resources, business administration, public administration, or a related field.
2. A minimum of two years' work experience performing human resources functions, including substantial experience in employee recruiting and onboarding.
3. A combination of education, training, and experience sufficient to demonstrate the skills necessary to perform the duties of the position may be considered in place of specific degree or experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of recruitment, screening, interviewing, testing, and selection methods.
2. Knowledge of legal requirements affecting human resource functions including labor relations laws, discrimination laws, disabilities laws, FMLA, and HIPAA.
3. Ability to exercise mature judgement and to remain calm, professional, and objective in emotionally charged or potentially hostile situations. Ability to effectively resolve conflicts and to persuade others.
4. Strong written and verbal communication skills including listening skills.

5. Strong organization and prioritization skills and demonstrated ability to work independently with minimal supervision.
6. Computer skills including facility with Microsoft Office applications and ability to learn and use office HRIS and timekeeping software.
7. Ability to establish and maintain effective working relationships with other County staff.
8. Understanding of and ability to maintain strict confidentiality of employee information and department operations.
9. Ability to freely move in the community and other areas, such as through possession of a valid driver's license and access to a motor vehicle.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.