

## Position Specific Career Ladder Criteria

### **Position: Human Resource Generalist**

#### *Career Ladder Specifications*

##### A. HR Generalist Steps 1 – 15

Incumbents in this step typically have a BA and four (4) years related experience. Equivalent education and experience equal to eight (8) years will be considered. While HR experience is highly desired, other types of relevant experience is valuable in this position. Incumbents will have a firm understanding of HR profession but are continuing to develop as a well-rounded HR Generalist.

##### Work Elements:

- Works to build and maintain knowledge and skills necessary for successful implementation of HR related projects and service including, but not limited to, employment law, policy development for trending issues, conflict management, consultation, training and more
- Provides guidance on policy interpretation, but seeks assistance on more complex interpretations including ADA, WC, and union contract questions
- Successfully performs project management for a variety of needs in the department and city

##### B. HR Generalist II Steps 15 - 30

Incumbents in this step have a BA and five (5) years' related experience. Equivalent education and experience equal to nine (9) years will be considered. HR experience is required to successfully complete the work elements of this position. Work experience as a generalist serving in more than one area of HR is required, including recruiting, benefits, classification, labor relations, etc.

##### Work Elements:

- Provides all services listed under the HR Generalist Step
- Assists in employee disciplinary meetings and less complex investigations with close supervision/mentorship by Sr. HR Generalist and/or HR Director
- Provides consultation to managers with frequent guidance from HR Director and Senior HR Generalist as they gain more exposure to issues presented within the work groups
- Identifies needs and proposes solutions that impact departments and/or city-wide work groups and successfully implements agreed upon solutions
- Assists the HR Director in creating personnel policy and business processes for key functions in the HR department

### C. Senior HR Generalist Steps 30 - 42

Incumbents in this step must typically have a BA and over six (6) years' experience working in the Human Resource or Labor Relations professions. Other education and experience equivalent to ten (10) years may be considered. Incumbents will demonstrate a firm understanding of all areas of HR to include consultation with management, training, benefits, recruitment, compliance with policy and law and preferably union experience.

#### Work Elements:

- Provides all services listed under prior Career Ladder Steps
- Provides independent consultation to managers seeking guidance from HR Director on rare or high-risk situations only
- Provides guidance on policy interpretation including complex issues such as ADA, WC and union contracts
- Can train others on key areas of personnel management such as performance management, supervisory skills, hiring best practices, ADA, ethics and more.
- Demonstrated firm understanding of Montana, public sector and union shop HR laws and practices
- Assists the HR Director in creating union contract language for management team to consider
- Provides mentorship to other HR staff