

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1201 **TITLE:** HUMAN RESOURCES GENERALIST I **GRADE:** S-21

DEFINITION:

Under direct supervision, performs first level professional human resources work in a department by assisting in an operational capacity; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in the Human Resources Generalist I class perform professional first level human resources work assisting a higher level professional in one or more aspects of general HR work; or this class may be utilized for an underfill as a trainee until a level of proficiency and competency is achieved to perform full performance human resources professional work.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Administers human resources programs for Department, i.e, tuition assistance, pay for performance, FMLA;

Assists with employee relations issues;

Assists with workforce planning initiatives for Department;

Researches and provides analysis of HR issues and initiatives;

Assists with recruitment processes for department.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Basic knowledge of principles of HR administration and management principles and practices;

Basic knowledge of federal, state, and county laws, regulations and ordinances pertaining to human resources;

Ability to use computer hardware and software;

Ability to gather and analyze data;

Ability to establish and maintain effective relationships with applicants, employees, and County officials;

Ability to speak and write effectively.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from an accredited four year college or university with a bachelor's degree in human resource management, public administration, or a related field.

BRIDGE CLASS EMPLOYMENT STANDARDS

Four years of increasingly complex technical administrative experience in the assigned functional area, comparable to experience at the Administrative Assistant IV, or higher, level.

This class can serve as a bridge class enabling individuals who do not meet the educational or professional experience standards listed above to qualify for this class by possessing four years of increasingly complex technical administrative experience in the assigned functional area, comparable to experience at the Administrative Assistant IV, or higher, level.

The purpose of this bridge class is to promote upward mobility within the Fairfax County workforce. However persons qualifying for this class on the basis of their technical experience may not substitute this technical experience for education, or for professional experience, in order to qualify for other employment opportunities.

CERTIFICATES AND LICENSES REQUIRED:

None

NECESSARY SPECIAL REQUIREMENTS:

None

REVISED: October 30, 2010
ESTABLISHED: August 23, 2010