

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1203 **TITLE:** HUMAN RESOURCES GENERALIST III **GRADE:** S-27

DEFINITION:

Under general supervision, manages a complex human resources function and supervises day-to-day full-performance professional human resources work in a large, complex department and/or servicing multi-departments; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions within the Human Resources Generalist III class perform professional senior level human resources work and supervise other full-performance level professional staff.

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.)

Provides supervision over professional level personnel in human resources function;
Serves as a member of senior management department teams and participates in strategic planning efforts.

Analyzes human resources business processes and makes recommendations for improvement;

Interprets county policies and procedures as well as federal, state, and local laws;

Counsels employees and managers on employee relations issues.

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.)

Considerable knowledge of the principles, practices, and techniques relating to human resources;

Ability to make oral presentations to department management, other departments, or the public;

Ability to use word processing, spreadsheet, and presentation software to prepare documents and to store, manipulate, analyze, and present information;

Ability to lead assigned employees, including delegating and reviewing work assignments, providing coaching and guidance, monitoring and evaluating performance, and supporting training and development planning;

Ability to supervise and train staff.

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; PLUS

four years of professional-level human resources experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: November 8, 2010
ESTABLISHED: August 23, 2010