

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1204 **TITLE:** HUMAN RESOURCES GENERALIST IV **GRADE:** S-29

DEFINITION:

Under limited direction, provides strategic leadership and direction for complex human resources initiatives that have multi-department impact; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions within the Human Resources Generalist IV class provide strategic leadership and direction to all aspects of human resources servicing multi-department areas. This class manages senior 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.)

Manages senior level professional level staff servicing multi-departments in human resources programs and initiatives;

Leads strategic human resources departmental initiatives related to Human Resources, such as, Workforce Planning, Succession Planning, etc.;

Provides leadership guidance and assistance to senior departmental management on all aspects of human resources issues;

Serves as lead for human resources on departmental steering committees that establish best human resources management practices, benchmarking, and consistent human resources guidelines and procedures on a departmental basis.

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.)

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

Extensive knowledge of the legislative and executive decision making processes;

Ability to identify and determine appropriate methods for gathering data;

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

Ability to use word processing, spreadsheet, and presentation software;

Ability to supervise professional and paraprofessional employees including coaching, counseling, training, and evaluation.

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 including one year in a supervisory capacity.

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Page 2

CERTIFICATES AND LICENSES REQUIRED:

None

NECESSARY SPECIAL REQUIREMENTS:

None

ESTABLISHED: August 23, 2010