



## **Human Resources Generalist**

Department: Business  
Reports to: Chief Business Officer  
FLSA Classification: Exempt  
Directly Supervises: None  
Salary Range: \$56,000-\$64,000  
Date: January 1, 2023

### **Job Statement**

Plans, administers, and coordinates human resources activities.

### **Essential Functions**

1. Administers benefit programs for the Association.
2. Actively promotes the Association's values, vision, and mission to ensure alignment with all HR processes.
3. Serves as a link between management and employees by handling questions.
4. Assists, analyzes, and modifies compensation and benefit policies to establish competitive programs and ensures compliance with legal requirements.
5. Supports managers on organizational policy matters and recommends needed changes.
6. Continually improves the on-boarding process and conducts new employee orientation to foster positive attitude toward organizational objectives.
7. Identifies vacancies and recruits, interviews, and assists in selecting applicants.
8. Administers compensation, benefits, and performance management systems.
9. Provides current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
10. Analyzes data and reports to identify and determine causes of personnel problems and develops recommendations for improvement of organization's personnel policies and practices.
11. Assists in annual budget planning.
12. Oversees the evaluation, classification, and rating of occupations and job positions.
13. Prepares personnel forecasts to project employment needs.
14. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.

15. Assists with negotiating labor disputes.
16. Prepares and maintains all payroll records.
17. Coordinates and processes payroll and compiles subsequent reports.
18. Maintains driver files in accordance with legal requirements.
19. Administers random drug screens.

## **Minimum Job Specifications**

### **Education/Experience**

High school diploma or equivalent is required

Bachelor's degree in related field preferred

Minimum of five years' experience in Human Resources preferred

Electric utility experience preferred

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Requires continuous sitting and use of keyboard/computer and occasional standing, walking, bending, climbing, kneeling, reaching, and occasionally lifting up to 25 pounds.
2. Requires finger dexterity, good vision and hearing.
3. Required to speak English clearly.
4. On a daily basis, requires attention to detail; the ability to read, write, and perform basic math.
5. Occasional travel by company vehicle is required.
6. Occasional travel by commercial means is required.
7. Office equipment used frequently includes personal computers, related software, copier, printers, and fax machines.

### **Certificates/Licenses**

Must have valid Colorado driver's license

Certification in Human Resources preferred

Ability to obtain professional certifications as required by the Association

### **Other Necessary Qualities**

1. Ability to express ideas clearly in both written and oral communication
2. Teamwork skills
3. Motivation and initiative
4. Analytical problem solving

5. Ability to manage complexity
6. Honesty and integrity
7. Interpersonal skills
8. Strong work ethic
9. Flexibility and adaptability
10. Self Confidence
11. Punctual work attendance
12. Professional appearance and demeanor
13. Ability to manage through people

**Equal Employment Opportunity Statement**

The Association is dedicated to the principles of equal employment opportunity. The Association prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable federal, state, and local law.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.