



## Pennington County Human Resource Generalist (Exempt C42)

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### **Position Objective:**

The Human Resource Generalist is responsible for all activities related to staffing the four divisions of the Sheriff's Office. The Human Resource Generalist serves a critical role in all portions of the hiring process and is the key contact person for applicants, hiring managers, and the Command Staff. The Human Resource Generalist also serves as the contact for incumbent employee general employment questions.

The Human Resource Generalist reports to the Director of Administrative Services and works collaboratively with each divisions Chief Deputy to accomplish staffing needs.

This position is generally staffed during the weekday, daytime hours and may require occasional early evening and overnight travel.

### **Essential Functions:**

- Screening applications and updating dispositions accordingly through the online applicant software.
- Preparing Hiring Managers for interviews to include generating interview questions, coordinating times, rooms and sitting on the interview panel as needed.
- Coordinating interviews and testing activities to include written, medical and physical agility exams.
- Coordinating activities of Background Investigators and scheduling applicants with Psychologist (where applicable). This includes running criminal activity queries, credit reports, verifying credentials, reference check, applicant communication and disposition tracking.
- Communicating with applicants throughout hiring process including but not limited to: relocation assistance, pre-employment questions, scheduling appointments, drafting formal correspondence and communicating passing or failing results.
- Advising appropriate staff of newly hired employees.
- Assisting with the logistics of newly promoted and transferring staff.
- Conducting new employee orientation to include; communication, coordination, preparing and presenting materials and ensuring all new staff have the necessary logistics completed to be successful in their new roles.
- Managing new employee compensation and benefit orientation, enrollment and document dispersion to the respected parties.
- Reviewing and submitting required new employee paperwork according to established practices and in compliance with legal requirements
- Assisting with the coordination of recruiting trips/job fairs
- Developing and maintaining postings on job boards as directed and seeking other recruitment opportunities
- Serving as the primary person responsible for entry, retention and upkeep of personnel files for both applicants and current employees.

- Assisting the Director of Administrative Services where practical with any employment matter such as employee leave advisement and workers compensation.
- Providing employment reference and financial verifications.
- Keeping Director of Administrative Services up to date on all staffing- and recruiting-related matters; and
- Assisting the Sheriff's Administrative Assistant II and Public Information Officer as needed.
- Attending meetings, events and trainings as required.
- Adhering to policies and procedures.
- Performing additional duties as assigned.

*This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.*

**Experience and/or Education Required:**

- High School Diploma or GED; Preference given to those with a bachelor's degree in a related field.
- 3 or more years of progressively increasing responsibility and experience (administrative, accounting, or bookkeeping)
- Experience working with public safety or military personnel recruiting, benefits and/or staffing is preferred.
- SD Driver's License (within 90 days of moving to SD)
- Proficient knowledge of Microsoft products

**Working Environment:**

- The work is typically performed while sitting at a desk while intermittently sitting, standing, or stooping.
- The work is typically performed in an office
- Occasionally the work will be performed at an outdoor fitness track which will include exposure to the weather elements.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.