

APR 01 2025

By Commissioners Court



OCT 22 2024

By Webb County
Civil Service Commission

Human Resources Generalist # 2
Human Resources

HR/08
Pay Grade: 19

JOB SUMMARY

This position is responsible for researching, developing, and implementing effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for Webb County.

MAJOR DUTIES

- Manages the NEOGOV software application program by creating/deleting users and demonstrating how to use the program to applicants and employees of the County.
- Screens applications for vacant positions and submits qualified applications to respective hiring department heads.
- Prepares advertising requirements for job vacancies in cooperation with hiring department heads and supervisors.
- Develops and delivers training presentations to department heads/elected officials, managers, supervisors, and employees on human resources-related policies, procedures, and practices.
- Confers with department heads, elected officials, staff, and employees regarding the recruitment process.
- Analyzes and evaluates applicant qualifications and work experience; reviews transcripts, degrees, work experience, and related materials.
- Analyzes job(s) and recommends job description language changes to ensure essential and preferred job responsibilities are accurately documented and written; creates new and updates current job descriptions; conducts job analysis and job evaluations to ensure internal alignment with job descriptions and their levels.
- Assists in the administration, revision, and maintenance of job descriptions for County positions and /or other human resources functions.
- Assists with the entering, maintenance, and monitoring of the Human Resources Information System (HRIS) records and reports; ensuring documentation and compliance with policies and regulations.
- Assists with new hire orientations to review respective Webb County's policies.
- Assists in preparing for Civil Service Commission activities and attends meetings when needed.

- Assists job applicants in the completion of applications.
- Assures Human Resources Department participation in any related City-wide job fairs.
- Processes pre-employment checks, motor vehicle record checks, drug and alcohol testing, criminal background checks, and W-4 and I-9 together with an e-verify system.
- Responsible for processing all new hire Personnel Actions through New Worlds System/Tyler.
- Prepares quarterly job posting/application statistics reports.
- Coordinates typing test.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- General knowledge of principles and practices of Human Resources including talent acquisition.
- Knowledge of the principles and practices of public sector human resources management.
- Knowledge of employment laws, regulations, guidelines, policies and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of employee and applicant confidentiality requirements.
- Strong technological intuitiveness.
- Skill in problem-solving.
- Skill in prioritizing planning, and time management.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate orally and in writing in the English language and orally in the Spanish language.

SUPERVISORY CONTROLS

The Human Resources Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Webb County Personnel Policy Manual, Webb County Civil Service Commission rules and regulations, county drug and alcohol policy, county motor vehicle use policy,

county sick leave policy, the safety handbook, and other county policies and manuals. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative duties. The variety of duties, strict deadlines, and frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for the county's human resource operations. Successful performance helps ensure the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with coworkers, vendors, job applicants, elected and appointed officials, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business Administration or related field from an accredited college or university and at least one (1) year of human resources-related work experience or any equivalent combination of education, training, and experience that provides the required knowledge and skills for this position

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR), and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date