



ADA COUNTY HUMAN RESOURCES

HUMAN RESOURCES GENERALIST

Prosecutors

HIRING WAGE: \$55,000/yr

STATUS: Full time with benefits

CLOSING DATE: Until Filled

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

Provides general HR support to the Ada County Prosecutor's Office; including recruitment and retention programs, managing administrative tasks related to HR, guides the hiring process, employee training, performance management, policy development, employment law compliance; and performs related duties as required. This position is in the Ada County Prosecutor's Office and works in collaboration with Ada County Human Resources.

DISTINGUISHING FEATURES OF THE CLASS

This position works under minimal supervision and carries out work assignments in accordance with instructions, policies, previous training or accepted HR practices. The incumbent in this position would typically possess 2–5 years of experience in the HR field.

ESSENTIAL FUNCTIONS

- Manages job postings, interviews, hiring processes, and employee on boarding;
- Conducts employee stay and exit interviews;
- Identifies employee training needs and coordinates training;
- Drafts, revises, and recommends HR policies and procedures to include job descriptions and related documents;
- Analyzes turnover data to identify trends and manage retention initiatives;
- Run reports from various systems and analyzes data;
- Serves as a liaison with Human Resources Benefits and Risk Management staff to assist with employee questions related to these programs and services;
- Process personnel actions for consistency and accuracy and provides technical assistance to managers and supervisors;
- Advises and coordinates the performance management program;
- Maintains confidentiality in human resource issues and records;
- Performs compensation analysis and career pathing.

ADDITIONAL FUNCTIONS

- Completes special projects as assigned;
- May conduct training for staff as appropriate;
- Performs related functions as required.

JOB REQUIREMENTS

- Bachelor's degree from an accredited university in Human Resource Management, Business Administration, Organizational Development or a related field or an equivalent combination of education and experience;
- A minimum of two (2) years related experience in HR preferably within a government organization;

- Knowledge of the principles and best practices of HR;
- Knowledge of performance management practices;
- Knowledge of human resource information systems;
- Knowledge of compensation analysis principles and best practices;
- Knowledge of applicable laws and regulations, including FLSA, FMLA, ADAAA, EEO, and Title VII of the Civil Rights Act;
- Knowledge of effective employee supervision and motivation;
- Skill in using personal computers and MS Office Suite;
- Skill in communicating with culturally diverse employees;
- Skill in effectively communicating verbally and in writing and exercising tact and discretion;
- Ability to interpret policies and explain complex information in an understandable fashion;
- Ability to compile data and information for reports, compose letters and memoranda, and make presentations in group settings;
- Ability to maintain confidentiality of human resource issues and records;
- Ability to work under own initiative and utilize independent judgment;
- Ability to work as part of a team to accomplish goals;
- Ability to work with department heads, elected officials, vendors, employees, and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to lift up to 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

Ada County Human Resources | 200 W. Front Street, 2nd Floor, Boise, ID 83702

Office: 208-287-7123 Fax: 208-287-6999

adacounty.id.gov