



# Victoria County, TX

## POSITION PROFILE

<b><u>Position Title:</u></b>	HR Generalist	<b><u>Grade:</u></b>	General – Grade 7
<b><u>Department:</u></b>	Human Resources	<b><u>Salary:</u></b>	\$19.32 - \$23.18* *Depending on qualifications.
<b><u>Accountable to:</u></b>	Director of Human Resources	<b><u>Status:</u></b>	Full-time, Non-Exempt

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### **PRIMARY OBJECTIVES**

The HR Generalist serves as the primary point of contact for the HR office, providing frontline support to employees, applicants, and visitors. This role manages onboarding and offboarding processes to ensure accuracy, compliance, and a positive employee experience. The Generalist also provides administrative support to the HR department by handling data entry, personnel records, and administrative processes, assisting with general benefits administration and coordination, and helping employees resolve problems and answer questions. This role involves handling advanced tasks independently to ensure effective HR operations, confidentiality, and compliance.

### **Supervision Received**

Work is performed under the general direction of the Human Resources Director.

### **Supervision Exercised**

None.

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### **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Serve as the primary contact for the HR office by greeting visitors, answering phones, responding to employee questions, and coordinating office needs.
2. Manage onboarding and offboarding processes, including preparing and auditing documentation, coordinating I-9 compliance, scheduling, and ensuring employees experience a smooth transition.
3. Maintain and update HR systems regularly, ensuring all employee data is accurate and current.
4. Collaborate closely with hiring managers in creating and updating job descriptions in compliance with all local, state, and federal regulations.
5. Efficiently process applications and assist with recruitment activities, including receiving and organizing applications for open hourly positions and coordinating with managers to schedule interviews.
6. Assist in conducting background checks and reference verifications for potential employees.
7. Monitor, track, and update necessary certifications for all employees.
8. Generate and prepare HR reports, flyers, or handouts.
9. Provide support across a range of HR functions, including employee relations and staff development.
10. Complete employment verifications as needed.
11. Assist the HR department with employee events.
12. Performs other duties as assigned. *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.*

## **MINIMUM QUALIFICATIONS**

- Valid Texas Driver's License.
- Moderate (1-3 years) experience required.

## **OTHER PREFERRED QUALIFICATIONS**

- HIPAA training, or ability to complete within 3 months of hire
- Cybersecurity training, or ability to complete within one year of hire
- Professional certifications in HR (such as PSHRA-CP or PHR), or ability to obtain within four (4) years

## **COMPETENCIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and meet the following competencies.

- Solid understanding of current, best HR practices and labor laws.
- Excellent written and verbal communication skills.
- Exceptional organizational skills, with a proven ability to prioritize tasks.
- Able to maintain confidentiality and exhibit a high level of professionalism.

## **WORKING CONDITIONS**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.*

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and detailed hearing requirements - hear detailed information through oral communication and/or to make fine distinctions in sound.

## **Emotional Demands**

This position must handle the stress level of dealing with some argumentative or emotional contacts within the public and Victoria County departments. The position meets with contacts in a structured setting at Victoria County facilities. The contacts are generally cooperative. However, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

<b>Physical Exertion (Pounds)</b>	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

## **Acknowledgment**

I agree that I am able to satisfactorily perform the essential duties listed above with or without accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the current Victoria County Personnel Policy Manual is available online and it outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me.

I further understand that my employment is terminable at will so that both Victoria County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

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**Employee Signature**

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**Date**

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: