

**Alaska Court System
Class Specification**

HUMAN RESOURCES GENERALIST II

Range: 14

EEO4: 06

SOC: 43-3050

Class Code: C3506

Definition:

Under general direction, the Human Resources Generalist II performs a broad scope of paraprofessional and technical duties for the Alaska Court System in the areas of personnel and payroll action processing, employee benefits, leave administration, performance evaluation review, new hire orientation, and recruitment.

Distinguishing Characteristics:

Human Resources Generalist II is the advanced level of the payroll and recruitment class series. The Human Resources Generalist II is distinguished from the Human Resources Generalist I by: the knowledge required to perform for a variety of complex human resources processes; the level of authority to process and certify personnel actions; and by the requirement to analyze and use information to make recommendations.

Human Resources Generalists II perform a wide variety of technical work to support the human resources function. Assignments are performed in accordance with and through interpretation of standard practices, policies, rules, and regulations with infrequent supervisory review.

Supervision Received: Supervision is specific in outlining goals to be obtained and projects to be completed, but general in allowing the incumbent to develop means and procedures for achieving the goals.

Supervision Exercised: The Human Resources Generalist II does not supervise other employees, but may serve in a lead capacity and assist in training clerical and technical staff.

Complexity of Tasks: Duties require the use of a wide range of standard procedures and the analysis of facts to determine appropriate action. Incumbents must understand personnel and payroll guidelines, policies, and procedures in order to apply or advise others on how to apply them. Incumbents may be assigned responsibility for difficult and complex technical tasks usually with a high consequence of error.

Independent Judgment: Duties require the exercise of independent judgment in the application and interpretation of statutes, rules, regulations, and policies pertaining to human resources functions. Questions or unusual situations may be referred to the supervisor or manager for resolution.

Examples of Duties:

Independently complete the full range of personnel actions from appointment through separation in accordance with established policies and procedures to include transfers, promotions, acting status, merit/longevity increases, leave cash-ins, leave donations, online warrants, and experience pay.

Provide advice and information to managers, supervisors, and employees on human resource processes such as payroll, leave, retirement, benefits, recruitment, and the performance evaluation process through the interpretation of personnel rules, policies, and procedures.

Conduct new hire orientation and review paperwork for completeness and accuracy; identify and correct discrepancies.

Interpret and apply payroll and leave principles and rules to actual situations; analyze pay and leave reports for adherence to rules, accuracy, and internal consistency.

Analyze, calculate, verify, and accurately enter time and attendance and other data into the State of Alaska payroll system as well as various ACS human resources databases.

Process semi-monthly time and attendance for pro tem judges; prepare reports for data entry and maintain and track judges' earnings so as not to exceed annual salary limits.

Calculate overtime and premium pay such as shift differential, travel and moving reimbursements, stand-by, recall, and deputy magistrate pay in accordance with established rules, policies, and procedures.

Independently calculate and prepare pay and leave adjustments such as retroactive merit increases, temporary salary adjustments, worker's compensation adjustments, leave cash-ins and donations, and prior service leave adjustments; research and conduct audits of complicated pay and leave discrepancies and draft written correspondence to employees or managers.

Process final payroll for employees who separate, are laid off, or are put on seasonal leave without pay; manually calculate online warrants, final wages, and payouts; complete personnel actions and other forms; certify actions in statewide payroll system.

Track and monitor leave usage subject to the Worker's Compensation program; track and calculate payroll adjustments; notify employees of payroll adjustments.

Perform human resources review and approval for alternate workweek schedules.

Design and run reports using the ALDER system.

Independently perform audits of service credit and leave without pay to determine longevity increments, leave service, merit anniversary dates, and regular status dates.

Invoke Family and Medical Leave Act (FMLA) and Alaska Family Leave Act (AFLA) entitlements; analyze employee service records and evaluate medical records to determine eligibility. Track FMLA and AFLA use.

Provide recruitment guidance to hiring managers and prepare recruitment announcements using Workplace Alaska and other advertising methods.

Review position descriptions and job applications; explain application procedures and determine eligibility of applicants.

Review and approve pre-selection criteria and interview questions; conduct criminal background checks in APSIN, authorize job offers, and draft a variety of offer letters using appropriate salary schedules and applying personnel rules consistently.

Review and refer requests for special consideration such as advance step placement; make recommendations to higher level staff regarding approval action.

Create position control numbers in AKPAY.

Conduct human resource-related fact finding; gather information and prepare draft responses to inquiries or complaints from agencies or the public.

Perform a variety of special projects for the Payroll Supervisor, Human Resources Director, and other senior staff upon request.

Make recommendations to supervisor for existing policies and procedures and update as directed; create and update procedure manuals as needed.

Assist in training of new clerical and technical staff.

Serve as the lead payroll contact when Payroll Supervisor is absent or whenever assigned.

Knowledge, Skills, Abilities:

A Human Resources Generalist II requires knowledge of:

- Human resources policies, procedures, rules and terminology.
- Accepted principles and practices of payroll and/or recruitment.
- Business English and proper grammatical expression.
- Departmental policies, rules, and regulations to interpret and explain to individuals.
- Common office equipment and standard computer software.

A Human Resources Generalist II requires the ability to:

- Establish and maintain cooperative and tactful relations with employees, managers, supervisors, and the general public.
- Identify sensitive or confidential information and abide by confidentiality requirements.

- Interpret and explain policies, procedures, rules, and regulations to a wide variety of people, orally and in writing.
- Prepare reports and correspondence.
- Make arithmetic computations.
- Read and comprehend statutes, regulations, and procedures, and apply them to facts and circumstances.
- Speak to small groups and write effectively.
- Gather and analyze data, reason logically and accurately, and draw valid conclusions.

Minimum Qualifications:

A high school diploma or General Education Development (GED) certificate AND the ability to type at least 40 words per minute AND one year of work experience as a Human Resources Generalist I with the Alaska Court System AND successful completion of the training and development plan at that level.

OR

A high school diploma or General Education Development (GED) certificate AND one year of work experience as a Human Resource Technician I with the State of Alaska performing payroll and/or recruitment functions.

07/14 – Original