



Item #9

**DATE** June 2, 2021  
**TO** GCTD Board of Directors  
**FROM** Debbie Williams, Human Resources Director *DW*  
**SUBJECT** **Consider Approval of Revised Position Description for Human Resources Generalist**

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## I. EXECUTIVE SUMMARY

Staff is recommending the Board of Directors consider approval of revised position description for Human Resources Generalist. The Human Resources Generalist position was first approved by the GCTD Board of Directors in February 2018. The position description encompassed a dual role in the Administration and Human Resources department.

The Human Resources Generalist position had been performing dual duties for both the Human Resources and Office Manager. In April 2019, the Board of Directors approved the job description of Office Coordinator/Executive Assistant. That position replaced the existing Office Manager job description and enabled the Human Resources Generalist position to transition to the Human Resources department. The Human Resources Generalist will continue to be responsible in the areas of project management, classification and compensation, employee and/or labor relations, benefits administrations, or human resources operations.

This position description revision replaces an existing approved and budgeted position and will not increase GCTD's headcount. The Human Resources Generalist will stay within its current salary range.

The complete position description for the Human Resources Generalist is attached to this report.

## II. RECOMMENDATION

**IT IS RECOMMENDED that the Board of Directors approve the revised position description of Human Resources Generalist.**

General Manager's Concurrence

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Steven P. Brown

### GOLD COAST TRANSIT DISTRICT

## GOLD COAST TRANSIT DISTRICT JOB DESCRIPTION

**CLASSIFICATION TITLE:** Human Resources Generalist

**NON-REPRESENTED:** Management

**OVERTIME STATUS:** Exempt

**SAFETY SENSITIVE:** No

**REPORTING STATUS:** Director of Human Resources, ~~General Manager~~

**SUPERVISES:** As Needed

**DATE AUTHORIZED:** February, 2018

**DATE REVISED:** June, 2021

### JOB SUMMARY

This class is responsible for a variety of important, confidential and complex projects for the Human Resources Department, ~~members of the Board of Directors, GCTD's management team and the General Manager.~~ This position performs difficult and responsible professional and technical human resources work in the areas of project management, classification and compensation, employee and/or labor relations, benefits administration or human resources operations.

### ESSENTIAL FUNCTIONS

~~The HR Generalists essential functions fall into three key areas: provide administrative support to the general manager and the management team, serve as the Clerk of the Board of Directors, and provide human resources support to the Director of Human Resources, with specific duties in the areas of Benefits Administration and Project Management.~~

#### General Manager

- ~~• Prepare correspondence or presentations, maintain appointment schedules and calendars, make travel arrangements, and arrange meetings and conferences~~
- ~~• Independently respond to letters, complaints, and general correspondence, determine the priorities and the method of response~~
- ~~• Assist on a wide variety of tasks and projects, from creating forms and presentations to copying and binding documents~~
- ~~• Communicate and coordinate efforts with staff serving the members of the Board of Directors and member government executives.~~

### Clerk of the Board of Directors

- ~~• Prepare board meeting agendas and meeting packets, occasionally under time deadline, in preparation for monthly board meetings~~
- ~~• Record, transcribe and produce in a timely manner minutes from monthly board meetings and other meetings, requiring access to confidential information~~
- ~~• Manage and maintain board historical files, including agendas, reports, correspondence, minutes and resolutions.~~

### Human Resources

The Human Resources Generalist has responsibilities in the following areas:

- Lead specific projects as directed by the HR Director. May work alone or as part of a team.
- Administer a variety of benefits programs offered by the District, including medical, dental, vision, life insurance and other programs. Verifies and input data directly into various systems; processes enrollment for all insurance programs; monitors retiree's activity and benefits enrollments coordinating with CalPERS and COBRA. Become the local expert in all areas.
- Maintains a current and thorough working knowledge of the District's human resources programs including compensation, deferred compensation, Public Employees' Retirement System, medical, dental and life insurance benefits; personnel requirements; Memorandums of Understanding. Patiently and thoroughly interpret and explain these programs and regulations to employees and the public.
- Develop and coordinate the new hire orientation program as a team. Prepare informational material; explains and interprets health benefits, personnel policies, procedures and programs.
- Assist in the coordination of non-represented and represented employee training programs.
- Manage confidential employment records, including but not limited to: record employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews and personnel actions, hiring and termination information; prepare and process personnel action documents related to hiring new employees, merit salary adjustments, resignations, retirements, terminations and dismissals; update employee files to document personnel action to provide information for payroll and other uses
- Maintains employee-related databases. Prepares and analyzes reports that are necessary to carry out the functions of the department and company. Prepares periodic reports for management, as necessary or requested
- Assist and support with employee investigations and personnel matters, take notes, write reports regarding the investigations; suggest disciplinary

recommendations in consultation with the Director of Human Resources and Human Resources & Risk Manager

- Assist in the maintenance of classification and compensation plans; research and assemble information for classification and compensation purposes; initiate and respond to salary and benefit surveys and classification studies

## OTHER JOB FUNCTIONS

Office Manager Duties until filled with new Office Manager May be assigned additional staff responsibilities, as needed

## MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university and equivalent of three years of increasingly responsible administrative experience in human resources administration, personnel and/or office management functions. College degree in personnel, business, public ~~administration~~administration, or a closely related field is required. Bilingual (English/Spanish) is preferred.

and

Knowledge of:

- ~~Basic~~ Principles and practices of personnel administration including recruitment and selection and benefit ~~administration~~administration.
- Understanding of personnel and compliance records management
- Applicable federal, state, and local laws, codes and regulations
- Computer proficiency, including good knowledge of MS Word, Excel and PowerPoint and other business ~~applications~~applications.
- Methods and techniques for basic report preparation and writing
- Methods and techniques for record keeping.

and

Ability to:

- Manage and supervise project budget ~~simultaneously~~simultaneously.
- Plan, coordinate and supervise work activities to effectively meet ~~deadlines~~deadlines.
- Interact with high level management members and elected officials with tact and a professional ~~demeanor~~demeanor.
- Evaluate processes, procedures or practices and technical information to assure accuracy and conformance with policies and ~~laws~~laws.
- Deal with a variety of diverse personalities

- Effectively delegate and respond directly to a variety of assignments ~~simultaneously~~simultaneously.
- Compile and evaluate data, prepare detailed records that assist in departmental budget analysis and health insurance ~~reconciliation~~reconciliation.
- Communicate clearly and concisely the goals of the department outlined by the Director of Human Resources
- Establish effective working relationships with those encountered during the course of ~~work~~work.
- Courteously respond to organizational and applicant issues, concerns and needs
- Understand and follow ~~instructions~~instructions.
- Competently operate a computer, including word processing, spreadsheets and databases, as well as other office equipment, including FAX, copy machines, and adding machines, computers and ~~printers~~printers.
- Maintain confidentiality of ~~information~~information.

A Human Resources Generalist must be able to analyze and present information to all staff in the ~~District~~District.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

#### **WORKING CONDITIONS:**

Environment

- Office environment
- Driving a vehicle to conduct work

Physical Abilities:

- Prolong sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stopping in the performance of daily activities
- Grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard
- Near and far vision in reading written reports and work related documents
- Acute hearing when providing phone and counter service

**GOLD COAST TRANSIT DISTRICT  
JOB DESCRIPTION**

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<b>NON-REPRESENTED:</b>	Management
<b>OVERTIME STATUS:</b>	Exempt
<b>SAFETY SENSITIVE:</b>	No
<b>REPORTING STATUS:</b>	Director of Human Resources
<b>SUPERVISES:</b>	As Needed
<b>DATE AUTHORIZED:</b>	February 2018
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**JOB SUMMARY**

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### **OTHER JOB FUNCTIONS**

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