

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: District/Division HR Generalist**

**Position Number: 14013, 14016, 59214, 57214, 51214, 98014, 55214, 53214, 51211, 53216**

**Location: Helena, Butte, Billings, Glendive, Great Falls, and Missoula Districts**

**Department: Montana Department of Transportation**

**Division and Bureau: Human Resources and Occupational Safety (HROS) Division and Human Resources Bureau**

### **Job Overview:**

The Human Resources Generalist partners with leadership and manages the day to day operations of human resources for an assigned Division (s) or District. The HR Generalist manages the application of the human resources policies, procedures, and programs to ensure consistency and compliance with federal, state, and collective bargaining contracts. This position consults, advises, and partners with management on personnel issues, contract interpretation, performance management, recruitment and selection, discipline, drug testing, workforce development, employee relations, training, worker's compensation and safety. This position serves as the human resources subject matter expert and primary resource for the Division (s) or District. This position reports to the Human Resources Bureau Chief and does not supervise others.

### **Essential Functions:**

#### **Human Resources Operations - 55%**

Provides professional level support, consultation, guidance and leadership for all human resource related functions. Partners with leadership through strategic partnerships to support the Division's or District's human resources need. Works closely with District or Division leadership to provide oversight and compliance.

- Participates in Division/District management meetings and contributes through strategic partnerships, by supporting the overall department's mission and district or divisions goals.
- Oversight, management and development of discipline process and procedures. Leads and conducts human resource or employee related investigations. Prepares investigative strategy, interviews potential witnesses, researches, and provides a written recommendation of the findings and conclusions to management.
- Coordinates with Division/District leadership and managers and staff to evaluate and resolve confidential human resource issues related to employment, management, policies, and procedures. Counsel employees with personnel problems and informs them of policies, procedures, and assistance programs to resolve delicate situations.
- Interpret and advise management on collective bargaining agreements and provisions to ensure contract compliance. Conduct research to support interpretations and decisions, identify problem areas, draft recommendations for contract negotiations as requested.
- Works with the Occupational Safety and Health Bureau Chief to oversee the worker's compensation and early return to work program. Ensures the First Report of Injury (FROI) is completed and coordinates with the employees, supervisors, ADA Coordinator, Occupational Safety and Health Bureau Chief, State Worker's Compensation Bureau, and Montana State Fund, to determine the best plan for accommodating the injured workers.
- Responds and investigates bargaining union grievances through gathering research, reviewing past practices, policies, and collective bargaining agreements. Advises managers on identifiable solutions and best practices. Works directly with union representatives, when appropriate. Participates in Labor Management Committees and is a representative for management.
- Collaborate with HROS Management regarding the current best practices in human resources, and agency policies and precedents to ensure that policies and procedures meet changing needs and are consistent with departmental wide practices.
- Evaluate and recommend modifications to proposed policies and rules and participate in policy development. Inform employees and managers of all changes in personnel policies and systems to ensure consistency and understanding among management and staff.
- Reviews the performance management process to ensure that meaningful performance information is provided to employees and that performance is based on objective and job-related criteria. Provides technical training and advice to managers and supervisors in the development and administration of competency-based performance management and troubleshoots system errors.
- Analyzes Family Medical Leave Act (FMLA) claims and determine eligibility and certification in compliance with state and federal regulations; and ensures that on-going claim management is within policy and industry best practices.
- Partners with the ADA Coordinator and assist with requests for reasonable accommodations. Involved in the life cycle process for an accommodation including working with the employee and the manager.

- Responds to Human Rights Bureau complaints and acts as a representative for the department.
- Coordinates with other appropriate department staff to investigate complaints, harassment, discrimination, etc.
- Drug testing for pre-employment, post accidents, reasonable suspicion, and clearinghouse, coordinate random drug testing, for CDL positions, and ensure we follow the state and federal policies.

### **Workforce Planning and Consultation - 40%**

- Provides professional level support in developing and implementing workforce development. Work with management and other human resource staff to provide employee development, advancement opportunities and to enhance recruitment and retention efforts. Such as staffing, succession planning, career ladder, professional development plans, policies, and systems to ensure adequate staffing, expertise and skills are available to meet current and future agency business needs.
- Analyzes employment needs and recruitment sources to develop appropriate recruitment strategies to attract qualified applicants. Ensure proper policies, procedures, bargaining union contracts and rules are followed in the recruitment and hiring process. Recruitment workload may fluctuate for permanent and temporary hires throughout the year.
- Advises supervisors on various items such as selection strategy, best practices and composition of interview panels, hiring pools, and other issues. Ensures compliance with state and federal employment and civil rights law throughout the hiring process, participate in personnel screening and selection committees, and coordinate proper training and orientation of new employees.
- Conducts employee relations counseling, career path counseling, assist ADA Coordinator with disability retirements, coordinate EAP outplacement counseling, and exit interviews to assist division/district employees.
- Develop training assignments for employees who lack experience or education needed to perform their job duties successfully.
- Review performance appraisals and monitor employee progress and training program completion. Develop correction action plans.
- Track and coordinate career ladder progression for employees on career ladders.
- Determine training needs of division/district staff through analysis of program effectiveness, new technology and policies, recommendations from hiring managers, staff performance, career planning and individual development plans.

### **Other Duties as Assigned - 5%**

- Perform a variety of special projects, attend training and continuing education, and represent the division at conferences, meetings, and other events as assigned by the Administrator, Human Resources Bureau Chief and/or District Administrator.

## **Supervision**

The number of employees supervised is: n/a

The position number for each supervised employee is: n/a

## **Physical and Environmental Demands:**

- Normal office environment
- Requires occasional travel for work

## **Knowledge, Skills and Abilities (Behaviors):**

The position requires an advanced knowledge of the principles and practices of Human Resource Management and Public Administration. This includes knowledge of state and federal employment laws; labor relations; drug testing; laws and rules governing labor-management relations; contract negotiation techniques.

The position requires knowledge of business and management principles involved in strategic planning, leadership techniques, and coordination of people and resources. The position requires knowledge of behaviors and performance, individual differences in ability, personality, and interests; learning and motivation; and assessment.

The position requires knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. The position requires knowledge of the principles and practices of public relations and business communications, and presentation and technical writing methods and techniques.

Skill in the operation of a personal computer and business software applications (word processing, spreadsheets, databases, etc.); project planning and administration; speaking persuasively; conciliating; discerning other's underlying concerns; diffusing volatile situations; and working with and implementing human resource systems and policies.

Critical thinking skills; use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and skill in determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Ability to establish and maintain effective working relationships and credibility; to communicate effectively orally and in writing; to research, gather and analyze facts and circumstances and draw sound conclusions; to develop and interpret policy; to use discretion and judgment in handling confidential and sensitive information; to plan, organize, and gather information; to make professional judgments; and to take a reasonable, common sense approach to solving problems.

**Minimum Qualifications (Education and Experience):**

Related Bachelor’s Degree in Business or Public Administration, Human Resources, Communications or closely related field and three (3) years of human resources related experience.

Experience may substitute for education.

Alternative qualifications may be considered.

**Special Requirements:**

*List any other special required information for this position*

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| <input type="checkbox"/> Fingerprint check           | <input checked="" type="checkbox"/> Valid driver’s license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe                   |
| Union Code   | Safety Responsibilities                                    |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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