

Middle Rio Grande Conservancy District Classification Description



TITLE: Human Resources Generalist I/II
FLSA: Exempt
SALARY RANGE: HR Generalist I (Hiring Range: \$59,026 - \$79,915)
HR Generalist II (Hiring Range: \$62,567 - \$84,710)
SUPERVISOR: Director of Human Resources
DEPARTMENT: Human Resources

Position Summary:

Under the direction of the Director of Human Resources, performs professional human resources work supporting District operations in a variety of human resource functional areas including recruitment and selection, employee relations, benefits administration, onboarding, leave administration, workers' compensation, DOT compliance, policy administration, performance management, compensation, HRIS administration, employment law compliance and labor union relations.

The Human Resources Generalist I performs professional HR work while developing proficiency across multiple functional areas under general supervision.

The Human Resources Generalist II independently administers assigned HR programs, provides consultation to managers and employees, recommends process improvements, and serves as a resource regarding employment laws, District policies, and HR best practices.

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbents may not be required to perform all duties listed and may be required to perform additional position-specific duties.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Administers or assists with various Human Resources programs and services.
- Coordinates recruitment activities including advertising vacancies, screening applicants, scheduling interviews, conducting reference and background checks, coordinating pre-employment testing, and assisting with candidate selection.
- Conducts and coordinates new employee onboarding and orientation.
- Maintains employee records and Human Resources Information System (MUNIS) data to ensure accuracy and regulatory compliance.
- Administers or assists with employee benefits, enrollment, qualifying life events, vendor communications, and invoice reconciliation.
- Coordinates annual Employee Benefits Open Enrollment activities and employee benefit communications.
- Administers or assists with Family and Medical Leave (FMLA) and other leave programs, ensuring compliance with applicable laws and District policies.

- Administers or assists with Workers' Compensation claims, including First Reports of Injury, post-accident testing requirements, and claim monitoring.
- Administers or assists with Department of Transportation (DOT) compliance, including file maintenance, audits, and random testing requirements.
- Assists with compensation administration, classification activities, salary surveys, and HRIS compensation maintenance.
- Responds to employee and supervisor inquiries regarding Human Resources policies, procedures, benefits, and employment practices.
- Assists in the development, implementation, interpretation, and administration of Human Resources policies and procedures.
- Assists with performance management processes and employee development initiatives.
- Conducts employee exit interviews and assists with retention initiatives.
- Prepares reports, correspondence, statistical information, and other Human Resources documentation.
- Maintains confidentiality of employee records and sensitive personnel information.
- Identifies opportunities to improve Human Resources processes and recommends operational efficiencies.
- Maintains professional and technical knowledge through continuing education, training, conferences, and professional development.
- Contributes to team objectives.
- Performs other duties as assigned.

Minimum Qualifications:

Human Resources Generalist I

Education and Experience

Associate's Degree in Human Resources, Business Administration, Public Administration, or a closely related field and two (2) years of progressively responsible experience in one or more Human Resources functional areas; or an equivalent combination of education, training and experience; experience in state/municipal/local government a plus. Bachelor's Degree is preferred. Must possess and maintain a valid New Mexico Driver's License with no major traffic violations; and successfully complete a drug and alcohol screening and criminal background check.

Human Resources Generalist II

Education and Experience

Bachelor's Degree in Human Resources, Business Administration, Public Administration, or a closely related field and five (5) years of progressively responsible professional Human Resources experience; or an equivalent combination of education, training, and experience; experience in state/municipal/local government a plus. Must possess and maintain a valid New Mexico Driver's License with no major traffic violations; and successfully complete a drug and alcohol screening and criminal background check.

Preferred Certifications: SHRM Certified Professional (SHRM-CP), Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR)

Knowledge, Abilities, and Skills:

Knowledge of:

- Principles and practices of Human Resources administration.
- Recruitment, selection, onboarding, and employment practices.
- Compensation, benefits, leave administration, and performance management.
- Human Resources Information Systems (HRIS), preferably MUNIS.
- Federal and state employment laws and regulatory compliance.
- Personnel recordkeeping requirements.
- Organizational development principles.
- Investigative techniques and documentation practices.
- Customer service and public relations principles.
- Microsoft Office Suite and standard office technology.

Ability to:

- Interpret and apply employment laws, regulations, policies, and procedures.
- Analyze problems and recommend practical solutions.
- Manage multiple priorities while meeting deadlines.
- Communicate effectively orally and in writing.
- Ability to analyze and reconcile employee benefits vendor invoices
- Prepare reports and correspondence.
- Maintain confidentiality and exercise sound judgment.
- Develop positive working relationships with employees, supervisors, vendors, applicants, and the public.
- Present information and conduct employee training.
- Operate a motor vehicle safely.

Skill in:

- HRIS administration and data management.
- Recruitment and talent acquisition.
- Benefits and leave administration.
- Employee relations.
- Problem solving and project coordination.
- Microsoft Office applications and business software.
- Policy interpretation and implementation.

Work Environment and Physical Demands:

Work is primarily performed in a professional office environment. Duties require prolonged sitting, computer use, frequent verbal communication, and occasional standing, walking, bending, reaching, and lifting up to 20 pounds. Travel between District facilities and attendance at meetings, conferences, and training may be required. Employees may occasionally interact with individuals in emotionally charged situations and must maintain professionalism under pressure