
LAFOURCHE PARISH CIVIL SERVICE
RESOLUTION NO. CS17-004

RESOLUTION ADDING A HUMAN RESOURCE GENERALIST POSITION INTO THE CIVIL SERVICE SYSTEM; CREATING SAID JOB DESCRIPTION; AND AMENDING THE JOB TITLES BY PAY GRADE AND SUMMARY OF PAY RANGES BY GRADE TO INCLUDE SAID POSITION ON PAY GRADE LEVEL 6.

WHEREAS, the Administration has requested the addition of a Human Resource Generalist position into the parish system; and

WHEREAS, said addition shall create attached job description; and

WHEREAS, the Job Titles By Pay Grade and Summary of Pay Ranges By Grade shall be amended to include the Human Resource Generalist on pay grade level 6; and

WHEREAS, the Civil Service Board discussed and held required public hearing regarding said addition at its September 20, 2017 Board meeting;

THEREFORE, BE IT RESOLVED, by the Lafourche Parish Civil Service Board convened in regular session on September 20, 2017, that it does hereby add a Human Resource Generalist position into the Civil Service system; create said job description attached; amend the Job Titles By Pay Grade and Summary of Pay Ranges By Grade to include said position on pay grade level 6; and does hereby authorize the Civil Service Department to make said changes.

BE IT FURTHER RESOLVED that a certified copy of this resolution is hereby forwarded to the Human Resources Department; and respective Appointing Authority.

This resolution having been submitted to a vote, the vote thereon was recorded as follows:

YEAS: Mr. Marcel Lovelace
 Mr. Glenn Chance
 Mr. Barry Uzee
 Mr. Ray Collins
 Mr. J. Walker Jones, Jr.

NAYS: None

ABSENT: None

On motion by Mr. Marcel Lovelace, and seconded by Mr. Glenn Chance, the above resolution was declared adopted on this 20th day of September, 2017.

/s/ Marcel Lovelace
Marcel Lovelace, Chairman
Civil Service Board

/s/ Sheila B. Boudreaux
Sheila B. Boudreaux
Director of Civil Service

I, SHEILA B. BOUDREAUX, Director of Civil Service for the Lafourche Parish Government, do hereby certify that the foregoing is a true and correct copy of Resolution No. CS17-004 adopted by the assembled Board in regular session on September 20, 2017, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS ON THE 21st, DAY OF September, 2017.

/s/ Sheila B. Boudreaux
Sheila B. Boudreaux
Director of Civil Service



Human Resources Generalist

Department: Human Resources

Reports To: Human Resources Manager

Division: Administration

Location: Administration Building

FLSA Status: Non-Exempt

Classification: Full-Time/Civil Service

Approved By: Director of HR

Date of Approval: September 20, 2017

Pay Grade Level: 6

Date of last revisions: September 20, 2017

JOB SUMMARY

The Human Resources Generalist works closely with HR management and is responsible for performing HR-related duties on a professional level while exercising a high regard for confidentiality. The position carries out responsibilities in the following functional areas: benefits administration, payroll, new hire orientation, affirmative action and employment law compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Distributes and explains basic information on benefit programs such as retirement, health, life, disability, supplemental and employee assistance program plans to employee and dependents as well as conducts new hire orientation
- Verifies and completes benefit enrollment forms and employee plan changes
- Enters benefits-related data into Human Resources Information System (HRIS); maintains employee files of enrollment forms and other required documentation; records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews, promotions, transfers, resignations, and terminations
- Maintain records and compiles reports from the database
- Maintains personnel files in compliance with applicable legal requirements
- Processes personnel actions and assures proper approvals
- Schedules appointments for pre-employment physicals and drug screens; facilitates the submission of proper information to the office of the attending physician; receives and reviews the results of the examination and advises the Civil Service Department and applicable Department Head of employment eligibility
- Coordinates and oversees LPG's random drug screening process in compliance with its drug-free workplace policy. Works with an outside third party in administering drug screens with the randomly selected employees and contacts appropriate department head and/or supervisor in a timely fashion to report results.

- Assists with critiquing program operations to evaluate the need for new or amended policies or procedures. Composes policy statements for examination and approval of the Human Resources Director
- Examines employee files to answer inquiries and provide information to authorized individuals in accordance with policies and procedures
- Calculates employees' deductions for benefits and assists in resolving discrepancies
- Maintains payroll information by collecting time sheets, calculating to ensure mathematical accuracy, and entering data into HRIS in accordance with state and federal labor laws
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Analyzes and organizes office operations and procedures such as payroll preparation, personnel data, information management, filing systems, and other clerical service
- Interprets and administers leave programs and policies in accordance with the applicable federal and state employment laws
- Approves and/or denies leave cases based on relevant medical information and eligibility. Coordinates and organizes all medical information and ensures that HIPAA and Employee Privacy guidelines are closely monitored and effectively executed
- Manages all administrative aspects of leave to include tracking hours used/taken and works with HR Management to ensure that employees' pay is accurate and correct
- Other duties as assigned

ADDITIONAL RESPONSIBILITIES

- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

This position has no direct supervisory responsibilities, but does serve as mentor for other positions in the department

COMPETENCIES

To perform the job successfully, an individual should have considerable knowledge of principles and practices of human resource management, dynamics of employee development and professional growth, training program design and presentation. Individual should also have working knowledge of state and federal labor laws and regulations in addition to demonstrating the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in

meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Associate's degree or higher from a college or university or a certificate of completion from a technical school in a related field; or four (4) years related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read and comprehend complex instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to vendors, elected officials, supervisors, the general public, and other employees of the Lafourche Parish Government.

Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability. Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must understand the legalities of business law in relation to HR and employee employment rights and how to apply them within the day-to-day responsibilities
- Must have a good knowledge of the methods, practices, and procedures in proper personnel administration. Must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling punctuation, and basic methods and techniques in record keeping and filing systems
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion

- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.