# Human Resources Job Function

## HR Generalist Job Family

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<th>Level</th>
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<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
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| 57    | HR Generalist II | Bachelor’s degree 5+ years of relevant HR experience Thorough knowledge of employment law and HR policies and practices | • Consults and advises with managers on the development and classification of new positions, job grading, reclassifications, market and equity reviews, FLSA classification, and wage and salary administration  
• Provides interpretation and advice on HR policies and procedures  
• Participates in the development of policies and procedures  
• Provides advanced employee and labor relations guidance to managers and staff  
• Participates on University wide committees and on special projects  
• Identifies training needs, develops and delivers training | IMPACT Moderate impact on operations, resources, or University’s reputation  
SCOPE Provides HR services for several areas of a unit or school and represents school/unit on University wide committees | RECEIVED:  
**Under Limited Direction:** Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within assigned duties. Complex assignments are occasionally reviewed upon completion.  

**GIVEN Individual Contributor:**  
Works independently or as part of a team to achieve results  
**AND/OR**  
**Supervises:**  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |