### HR Generalist Job Family

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| 58    | HR Generalist III | Bachelor’s degree Master’s degree preferred 7+ years of HR relevant experience Thorough knowledge of employment law and HR policies and practices | • Provides HR consulting and guidance to managers and staff  
• Develops programs, such as a merit and bonus program, for entire school/unit or implements a performance management or behavioral competency program  
•Manages projects such as the creation of a rewards and recognition program for entire school/unit and evaluates program effectiveness  
• Communicates human resources services, initiatives and programs  
• Identifies and participates in the development of HR policies and programs  
• May focus on a specialized functional area of HR | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Provides HR services and program management services for 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. |

**NOTE:**

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion