



**Lake County  
Human Resources Generalist**

BAND	GRADE	SUBGRADE	FLSA STATUS
C	4	1	Nonexempt

NATURE OF WORK
<p>This classification represents the first-level professional position in the Human Resources series, performing technical and administrative human resources functions in support of established policies, labor agreements, and applicable laws and regulations. Work involves applying defined procedures and guidelines across multiple HR functional areas, serving as a point of contact for employees, applicants, departments, and external entities, and exercising judgment in organizing work, applying rules to routine and non-routine situations, and identifying issues requiring review or escalation; policy interpretation, significant employee relations matters, and decisions with organizational impact are referred to higher-level human resources staff.</p>

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Serves as the first point of contact for employees and applicants for benefits, recruitment, leaves, policies, and labor agreements; applies established guidelines to respond to inquiries and determines when issues require referral to higher-level human resources staff.	Daily 25%	C4
2.	Administers employee benefits programs, including enrollments, terminations, qualifying events, and COBRA notifications; coordinates with benefit vendors and applies plan rules and eligibility requirements to a variety of employee situations.	Daily 15%	C4
3.	Supports recruitment and onboarding processes by preparing job postings, coordinating interviews, preparing offer materials, facilitating pre-employment requirements, and conducting new employee orientation in accordance with established procedures.	Daily 20%	C4
4.	Processes and tracks statutory and contractual leave programs, including FMLA, paid leave, and workers' compensation; monitors documentation, timelines, and compliance requirements and responds to employee questions using established guidelines.	Daily 15%	C4
5.	Prepares confidential reports, cost analyses, and documentation in support of labor negotiations, pay equity reviews, and HR reporting; maintains contract comparison data and assists with cyclical studies.	Cyclical Every 2-3 years	C4
6.	Maintains personnel, medical, and recruitment records; performs filing, scanning, data entry, and record retention activities in accordance with established policies and data privacy requirements.	Daily 5%	B2
7.	Processes benefits, payroll, and HR-related transactions by entering, updating, and verifying employee data in HRIS and vendor systems; prepares routine reports and standardized correspondence.	Ongoing 10%	B2



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TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
8.	Provides administrative and clerical support to the HR function, including processing invoices, maintaining office supplies, updating department webpages and job postings.	Ongoing 10%	B2
9.	Performs other duties of a similar nature or level as assigned.	As required	N/B

**LEVEL OF DECISIONS**

Position exercises judgment at the process level by selecting and applying established procedures, guidelines, and timelines to complete assigned work. Incumbents determine appropriate actions for routine and non-routine situations within defined parameters and identify issues requiring review or escalation to higher-level human resources staff.

**DIRECTION RECEIVED**

Position works under general supervision, receiving direction on priorities, objectives, and unusual or complex issues, and are expected to apply established policies, procedures, labor agreements, and professional standards in the performance of assigned duties.

**DIRECTION PROVIDED**

Position may provide functional or technical guidance related to assigned human resources activities, including explaining procedures and requirements to employees and departments; no formal supervisory authority is exercised.

**MINIMUM QUALIFICATIONS**

Associate's degree in Human Resources, Business Administration, or a related field; bachelor's degree preferred.  
Two (2) years of experience in human resources or a related administrative support role, or an equivalent combination of education and experience.

**LICENSING REQUIREMENTS**

- None.

**KNOWLEDGE REQUIREMENTS**

- Principles, practices, and terminology of human resources administration.
- Applicable federal, state, and local employment laws and regulations.
- Collective bargaining agreements and basic labor relations concepts.
- Benefits administration, leave programs, and workers' compensation processes.
- Records management, records retention requirements, and data privacy standards.
- Human resources information systems (HRIS) and standard office software applications.



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**SKILL REQUIREMENTS**

- Applying policies, procedures, labor agreements, and legal requirements to work situations.
- Communicating clearly and professionally with employees, applicants, supervisors, and external partners.
- Organizing, prioritizing, and managing multiple tasks and deadlines.
- Maintaining accurate, detailed, and confidential records and documentation.
- Using HRIS, databases, and office technology to enter, retrieve, and analyze information.
- Exercising sound judgment within established guidelines and identifying issues requiring escalation.

**PHYSICAL REQUIREMENTS**

Sedentary work involving sitting most of the time, with occasional standing, walking, bending, and reaching. Positions may occasionally lift, carry, push, or pull objects weighing up to 10 pounds and must be able to perform repetitive tasks such as keyboarding and document handling.

**CLASSIFICATION HISTORY**

<b>DATE</b>	<b>COMMENT</b>
March 2026	Draft prepared by GBS

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.