

**CAREERSOURCE CENTRAL FLORIDA  
JOB DESCRIPTION**

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**JOB TITLE:** Human Resources Generalist  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** Human Resource Manager  
**GRADE:**  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

This position performs entry-level professional work in the Human Resources department of CareerSource Central Florida. Support the Human Resources function and CareerSource Central Florida organization through activities such as employee benefits, maintenance of employee data and records, and reporting information. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this job title. It is not necessarily descriptive of any one position in the job title. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Essential Function	Percentage of Time
Maintain personnel files in compliance with applicable legal requirements	10%
Keep employee records up-to-date by processing employee status changes in a timely manner and assures proper approvals; prepares paperwork required to place employees on payroll and establishes personnel files	25%
Serves as primary contact for re-employment assistance to include documentation; coordination with previous Managers/Supervisors for feedback in order to respond in a timely fashion	15%
May assist in hiring process by coordinating job posting on websites, reviewing resumes, set-up of interviews and reference checks	15%
May assist with employee benefit program administration to include new hires, terminations, qualifying event changes, open enrollment, FMLA, retirement plan administration, employee inquiries and problem resolution; serve as a backup	5%
Supports continuous improvement and assists in the development of strategic HR programs as the department evolves	10%
Responds to employee questions and concerns relating to human resources programs, policies and procedures	20%

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### **SUPERVISION:**

***Supervision Received*** - Work is performed independently with moderate latitude for the use of initiative and independent judgment.

***Supervision Performed*** - No supervisory responsibility required.

### **MINIMUM QUALIFICATIONS:**

Associate degree; supplemented by three or more years' experience in human resource; or an equivalent combination of education, certification, training, and/or experience.

### **PREFERRED QUALIFICATIONS:**

Bachelor's degree preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of CareerSource Central Florida programs and services
- Knowledge of the principles and practices of human resources administration
- Skill in time management and work organization
- Skill in the use of Microsoft Office products (Word, Outlook, PowerPoint and Excel)
- Ability to correctly interpret and efficiently implement all applicable CareerSource Central Florida human resources' policies and procedures
- Ability to meet or exceed established performance goals
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Good to excellent spelling, grammar and written communication skills
- Ability to communicate effectively orally
- Ability to maintain a high level of confidentiality

### **PHYSICAL REQUIREMENTS:**

Tasks involves light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds); and minimal dexterity in the use of fingers and limbs in the operating of office equipment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

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**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity. Some tasks require visual and hearing acuity. Tasks may involve identifying and distinguishing colors. Tasks require oral communications ability.

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This job description does not constitute an employment agreement between CareerSource Central Florida and the employee and is subject to change by CareerSource Central Florida as the needs of the organization and requirements of the job change.

CareerSource Central Florida is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, CareerSource Central Florida provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this job description and hereby certify that I am able to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date