



Job Description

Job Title: Human Resources Generalist

JTC: CQJ

Salary Range: N05

FLSA: Non - Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Acts in a generalist capacity in the role of administration and operations of benefits, compensation, record keeping, staff development and employee relations, etc. Promotes an employee-oriented, high performance culture that emphasizes customer service, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of the workforce.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to provide counsel and coaching to employees and managers on employee related issues such as, but not limited to staffing, benefits and compensation, payroll, training and development, employee relations, performance management, on-boarding, District policies and procedures and employment/labor laws, etc. Stays up-to-date on changes in legislation related to employment and/or higher education. Able to implement and administer Human Resources (HR) initiatives to enhance organization's strategic objectives.

Prepares and analyses reports that are necessary to carry out the functions of the department and/or District. Facilitates actions to resolve employee issues or escalates them to appropriate management team, as necessary. Able to exercise effective judgment, sensitivity and professionalism to the changing needs and situations. Strong attention to detail, with the ability to prioritize and multi-task.

Able to establish and maintain working relationships with individuals of diverse and multicultural backgrounds. Encourages a positive employee relations environment through consistent application of open door policy, and promoting open dialogue between employees and management. Demonstrates an employee-oriented culture that emphasizes customer service, quality, continuous improvement, and high performance.

Ability to work well under pressure and is flexible in adapting and responding to various situations. Able to work independently; be a strong effective team player; committed to delivering results; solutions oriented and superior organizational skills. Demonstrated capability for maintaining strict confidentiality with employee information.

Excellent computer skills using Microsoft Office software, creating excel spreadsheets and various data reports. Strong qualities of interpersonal and communication skills, to include listening, oral and written



expression, with strong presentation skills, diplomacy and decision-making skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three (3) years of related work experience. Official transcripts required. ***
Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs duties associated to Human Resources (HR) which encompasses employee relations, recruiting, benefits, payroll, compensation administration and training/professional development. Meets the goals, vision, and mission of the organization. Provides professional, understanding, diplomatic and “customer focused service,” and address issues in a way that benefits both the client and the organization.

Maintain and utilize the ATS system to screen and manage applicant pool, generate reports and send notifications to hiring managers and applicants. Troubleshoots and resolves problems with ATS and coordinates improvements. Performs reference and background checks for potential employees, analyze/propose salary recommendations and coordinates salaries and start dates.

Answer and resolve employment related inquiries, providing internal and external clients with complete and accurate information based on District policies and procedures. Counsels and assists active and retired employees regarding matters which may include the Employee Retirement System of Texas (ERS), Teacher Retirement System of Texas (TRS), payroll, worker’s compensation and coordination of leave, etc.

Utilize resources and analyze data with beneficial HR metrics. Administers various HR plans and procedures for all personnel. Manage new employee orientation, on-boarding and training programs. Explain and provide information on employee benefits, compensation and training programs. Performs database management and record keeping.

Promotes a strict standard of confidentiality when handling employee relations, company sensitive information reports and correspondence. Provides excellent communication skills to clearly communicate information or instructions verbally and in writing to a diverse community and staff.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to



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perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.