



CHAFFEE COUNTY GOVERNMENT Job Description

POSITION TITLE: HR Generalist
REPORTS TO: HR Director
CLASSIFICATION: Full-time
SCHEDULE: Monday – Thursday, 40 hours

DEPARTMENT: Finance
FLSA STATUS: Non-exempt
DATE: September 2026
LOCATION: Salida, County Admin Building

The Human Resources Generalist administers HR programs and services across the employee life cycle, from recruitment and onboarding through ongoing employment, including employee leave administration, and separation. The position provides payroll support, related administrative tasks, and assigned accounting functions. Working under the general direction of the HR Director as part of a small HR department, the Generalist provides guidance to employees and supervisors on HR processes and policies and helps resolve questions and concerns. The position adapts to changing priorities, keeps recurring deadlines and projects on track, supports employee training and development, and recommends improvements to HR programs and processes. The Generalist handles sensitive information with discretion and promotes the County's values through professional, responsive service.

In the event of a local emergency due to an actual or threatened disaster, County employees may be required to provide services during the emergency and for a subsequent period of assessment and recovery.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify, change or add duties or essential functions of this job at any time, with or without advance notice.

Recruitment, Onboarding, and Employee Support

- Coordinate recruitment and selection processes, including position postings, application review, interview coordination, candidate communications, and hiring documentation; guide supervisors in following County hiring procedures.
- Conduct new hire orientations and coordinate onboarding activities to help employees understand County policies, benefits, and required procedures.
- Provide guidance to employees and supervisors on HR processes and employment matters; research and resolve questions and consult the HR Director on complex or sensitive issues.
- Answer telephone calls and respond to in-person inquiries from employees and members of the public; provide information and direct questions or requests to appropriate staff.

Benefits and Employee Programs

- Administer employee benefits programs, including enrollments, changes, employee communications, records, and coordination with benefit providers; research and resolve enrollment and coverage issues.
- Plan and administer annual open enrollment, including system preparation, materials, employee assistance, and review of enrollment data.
- Coordinate workers' compensation administration, including claim documentation, communication with employees, supervisors, and providers, and follow-up on work restrictions and return-to-work arrangements.
- Coordinate occupational testing, including drug screening and testing for the County's CDL program; collect specimens, submit them to the laboratory, maintain tracking and required documentation, and communicate with the third-party administrator.

Leave Administration and Employee Relations

- Administer employee leaves of absence, including reviewing requests and documentation, communicating requirements, tracking leave, and coordinating with employees, supervisors, and Payroll.
- Support employees and supervisors in understanding workplace expectations and addressing employee relations questions and concerns.
- Conduct exit interviews as assigned, document feedback, and identify trends and opportunities to improve employee experience and retention.

HR Records, Systems, and Compliance

- Maintain accurate, confidential personnel records and employee information in the HRIS, including entering new hire data and updating employee data; review data integrity, research discrepancies, and resolve system and workflow issues.
- Coordinate employee separations, including documentation, HRIS and personnel record updates, required notifications, and offboarding activities.
- Monitor HR requirements and deadlines, prepare compliance reports, and identify potential concerns; recommend and implement approved corrective actions.
- Track and analyze HR metrics to identify trends, support planning, and recommend improvements to HR programs and services.
- Interpret, explain, and consistently apply County policies; assist with reviewing and updating HR policies, procedures, and employee communications to support clarity, consistency, and compliance.
- Protect sensitive employee information and exercise sound judgment when handling confidential matters.

Payroll, Finance, and Projects

- Assist with payroll processing and related administrative tasks and serve as backup to payroll as assigned to support accurate and timely employee pay. Maintain working knowledge of payroll procedures, systems, and deadlines through cross-training and periodic participation in payroll activities.
- Provide accounting support as assigned by the Finance Director, including reviewing general ledger entries for accuracy, researching discrepancies, and assisting with other accounting tasks.
- Complete assigned HR projects and year-end activities.
- Evaluate HR processes and workflows, recommend improvements, and coordinate implementation of approved changes.

Organizational Support and Professional Development

- Facilitate employee development activities and provide feedback to support self-awareness, effective communication, and collaboration in the workplace.
- Assist with developing and conducting employee training and lunch-and-learn sessions on employee handbook topics, workplace communication, and other HR subjects.
- Promote a positive, respectful organizational culture through professional, empathetic communication.
- Maintain and expand knowledge across HR disciplines through training, professional development, and review of relevant employment requirements; apply that knowledge to assigned programs and responsibilities.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Working knowledge of federal, state, and local employment laws and regulations applicable to assigned HR responsibilities.

- Knowledge of human resources practices and processes across the employee life cycle, including recruitment, onboarding, benefits, leave administration, personnel records, workers' compensation, and employee separations.
- Knowledge of HRIS administration, data integrity, records management, confidentiality requirements, and HR compliance reporting.
- Knowledge of payroll processes, time and attendance practices, payroll deductions, and related recordkeeping, as well as basic accounting principles applicable to assigned financial support duties.

Skills

- Strong organizational skills and attention to detail when administering programs, maintaining records, tracking deadlines, and managing competing priorities.
- Clear and professional verbal and written communication, including explaining policies, requirements, and processes to employees and supervisors.
- Skill in facilitating group discussions and presenting information in a clear, constructive manner.
- Customer service and relationship-building skills, including responding with empathy and working collaboratively with employees, supervisors, providers, and other departments.
- Skill in remaining calm in challenging situations and de-escalating concerns or conflicts.
- Skill in researching requirements, evaluating information, resolving discrepancies, analyzing HR data, and preparing accurate reports.
- Skill in coordinating projects, evaluating workflows, and implementing approved process improvements.
- Proficiency with Google Workspace, Microsoft 365, HR and payroll systems, databases, including data entry and records maintenance; skill in operating standard office equipment.

Abilities

- Maintain confidentiality and exercise discretion and sound judgment when handling sensitive employee information.
- Interpret and consistently apply employment requirements and County policies; recognize when additional guidance is needed.
- Analyze complex questions and circumstances, evaluate options, and recommend appropriate action.
- Administer HR programs and processes, resolve issues, adapt to changing priorities and time-sensitive requests, and keep recurring deadlines and projects on track.
- Promote a positive, respectful organizational culture through professional conduct and responsive, courteous interactions with others.
- Learn and apply new requirements, systems, and processes as County needs and HR practices evolve.
- Safely operate a motor vehicle.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's degree in human resources, business administration, public administration, or a related field. An equivalent combination of relevant education and additional progressively responsible human resources experience may substitute for the degree.
- Three (3) years of progressively responsible human resources experience across multiple HR functions, including independent administration of employee leaves of absence. Experience also includes interpreting and applying employment policies, providing guidance to employees and supervisors, and work in benefits administration, recruitment, HRIS administration, or other HR functions.
- Payroll processing experience that includes reviewing time and attendance data, processing earnings and deductions, verifying payroll accuracy, and meeting payroll deadlines.

- Experience performing basic accounting tasks, including preparing or recording general ledger entries.
- Valid driver's license with acceptable motor vehicle record.

PREFERRED EDUCATION AND EXPERIENCE:

- SHRM or HRCI certification.
- Experience processing payroll using an integrated HR/payroll or enterprise resource planning (ERP) system, such as Tyler Technologies/Munis or a comparable system.
- Experience performing accounting duties, including account reconciliations and review of financial transactions.
- Experience working in a public sector organization.

PHYSICAL REQUIREMENTS:

- Sit and/or stand at a desk or workstation for extended periods while performing computer and administrative tasks.
- Frequently operate a computer, keyboard, telephone, and standard office equipment, including repetitive hand, wrist, and finger movements.
- Frequently handle documents, personnel records, and other office materials.
- Move throughout the workplace to access work areas, records, and equipment, including using stairs as needed.
- Occasionally reach, bend, stoop, crouch, kneel, push, and pull.
- Occasionally lift and carry files, office materials, and equipment weighing up to 25 pounds.
- Communicate in person, by telephone, and through digital platforms; read printed and electronic information.
- Operate a motor vehicle for work-related travel as needed.

ENVIRONMENTAL CONDITIONS:

Most duties are performed in an indoor, climate-controlled office environment. The employee may be exposed to noise and other routine conditions associated with office equipment and shared workspaces. Occasional travel between County facilities and other work locations may involve exposure to seasonal weather conditions. Work outside normal business hours may occasionally be required to meet HR, payroll, and year-end deadlines.

EQUAL OPPORTUNITY EMPLOYER

Chaffee County is an equal opportunity employer (EOE). Employment decisions are based on business needs, job requirements, and individual qualifications without regard to race, color, national origin, ancestry, creed, age, marital status, religion, the presence of a medical condition or disability, veteran status, political affiliation, sex, sexual orientation, pregnancy status, gender identity, gender expression, genetic information, or any other legally protected status.

Job Acknowledgement

I understand that the job description is intended to describe the essential duties and requirements of the work to be performed and that it is not an exhaustive list of all duties, skills, and responsibilities associated with the position. It does not constitute a written or implied contract of employment. If I have questions, I will seek clarification from my supervisor.

I have received, read, and understand the essential job duties, responsibilities, and expectations outlined in the job description for this position.

Employee Printed Name:

Date Signed:

Employee Signature:
