

State of Vermont Legislative Human Resources
Job Description

JOB TITLE Human Resource Generalist

DEPARTMENT NAME: Office of Legislative
Human Resources

REPORTS TO: Director, Human Resources

JOB PURPOSE: The Human Resource Generalist is a professional role that serves as both advisor and support to the Vermont General Assembly. This is a collaborative position, which helps to create, integrate and sustain solutions related to HR functions including staffing and recruiting, employee relations (to include pandemic and post-pandemic matters), performance management, employee development, compensation and benefits and training. Assists with day-to-day Human Resource functions.

Duties and Responsibilities:

- Partner with the HR Director to develop, implement and administer staffing, performance management, employee development, compensation and benefits and employee relations policies and processes.
- Develop a solid understanding of the various, legislative roles, departments and committees.
- Provide coaching and counseling on conflict resolution, employee relations issues, performance management, compensation and other, confidential, Human Resource matters.
- Counsel staff at all levels on pandemic and post-pandemic matters; proactively identify workplace health and wellness needs, develop and implement relative policies and guidelines; monitor regularly.
- Suggest and coordinate creative and innovative recruitment strategies.
- Assist with compensation plan implementation and maintenance.
- Deliver periodic training programs to both staff and legislators, as appropriate.
- Lead the performance management process in a timely and efficient manner.
- Ensure job descriptions and requirements are outlined correctly to ensure functional needs are met.
- Assist with developing a thorough, orientation and onboarding process for new hires.
- Maintain current, in-depth knowledge of state and federal employment laws; ensure compliance with all applicable laws and statutes.
- Proactively mitigate risk by ensuring awareness and compliance with implemented policies and programs.
- Track and document compliance and other HR reporting as needed.
- Provide regular status reports to the HR Director.
- Other duties and projects as assigned.

Required Skills:

- Working knowledge of employee relations, compensation, benefits, performance management and talent acquisition in accordance with state and federal employment laws.
- Proven ability to remain objective, impartial, and confidential at all times.
- Experience with creating and implementing HR policies and processes.

- Excellent interpersonal, negotiation, coaching and conflict resolution skills.
- Excellent command of diversity, equity and inclusion concepts and issues.
- Strong analytical and problem-solving skills.
- Skilled in facilitation and speaking in front of groups.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent organizational and prioritization skills; keen attention to detail.
- Adept at managing multiple, competing, and changing priorities.
- Ability to act with integrity, professionalism, and confidentiality.
- Track record of providing value-added solutions to key stakeholders.
- Exceptional verbal and written communication skills.
- Microsoft Office Suite proficiency.

General Competencies:

- Adheres to policies and procedures.
- Maintains privacy and confidentiality in all aspects of the position.
- Promotes and employs ethical actions with all staff and members of the VT. Legislature, and public, at all times.
- Demonstrates excellent customer service by conducting daily activities, communications and interactions in a cooperative, positive and professional manner.
- Identifies and communicates learning, competency and personal development needs to the manager.
- Wears identification badge.
- Maintains the responsibility for punctuality and attendance to ensure optimal operation of the department.
- Notifies the appropriate manager as soon as possible when an unscheduled absence from work is necessary.
- Submits requests for vacation, planned days off, etc. to the manager with appropriate notice.

Education:

Required:

- Bachelor's Degree in Human Resource Management or related curriculum.
- A minimum of three (3) years of direct experience in Human Resources.

Preferred:

- SHRM-CP or SHRM-SCP
- Experience working in a legislature or other government agencies.

This position is initially being solicited for a period of three years. This full-time, benefit-eligible position is exempt from the classified system. Salary will depend upon qualifications and experience. Applicants should send a letter of interest and resume by email to:

HRApplications@leg.state.vt.us .

Resumes will be reviewed starting on June 14, 2021, and the position will remain open until filled.