

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodation to otherwise qualified individuals with disabilities.*

**Job Title:** Human Resources Generalist

**Position Number:** 14002, 57214

**Location:** Helena Headquarters or District Offices

**Department:** Transportation

**Division and Bureau:** Human Resources and Occupational Safety Division

### **Job Overview:**

This position works closely with the District/Division Leadership and Human Resources staff. The predominant work is recruitment and selection. This position will also work with Family Medical Leave, Classification, Workers Compensation, background checks, random drug testing and CDL-Clearinghouse processes. The Human Resources Generalists will work on HR projects and will be a strategic partner for MDT.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Recruitment and Selection - 60%-Level 1.1**

This position is independently responsible for completing the recruitment and selection process through SOMRS from the beginning of the recruitment and development phase to the end of the process, to the offering of a position. This position is required to ensure the process is followed per the policies and procedures, selective services, and union contract.

The work includes working with the manager, complying with state, and federal requirements, as well as specific union language from multiple union contracts with differing requirements, providing technical assistance to the HR Generalist and selection committees on the most effective methods of recruitment and skill sourcing, working with the online employment process. Utilizing the state recruitment system and SABHRS.

#### **HR Technical Administration 30% Level 1.1**

Coordinates CDL's, Driver's License, Human Resources Action Forms, pay adjustment form, record retention, and career ladders.

Supports employees by administering career ladders. This includes validating and documenting all career ladder steps.

This position will provide guidance to employees and managers on performance documents.

Responsible for working with and following federal and state regulations and MDT policy for drug testing including random drug testing. Will validate Clearinghouse data and train other HR staff on the use of the system.

Outreach activities include attending career fairs, identifying social media and other recruitment and retention activities.

Gather information and coordinate paperwork for an employee who wants to file a discrimination complaint. This position would ask follow-up questions, provide the employee with the initial paperwork, and then refer them to our Office of Civil Rights.

Ensures the First Report of Injury (FROI) is completed and coordinates with managers, HR staff, and Montana State Fund. Obtains medical status forms and reviews the need for transitional duty.

Supports and works with managers and employees to document and process the FMLA paperwork. This includes following the FMLA policy, federal guidelines, saving the information in the FMLA tracking system, and documentation of follow up with the manager, and employee in a timely manner.

**Strategic team projects** **5%**

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Option for Level 1.2

Provide operational HR expertise and solutions while working with the different strategies in HR and actively participates in team projects, to partner with the HRG's, managers and other stakeholders.

**Supervision**

The number of employees supervised is: 0. These positions do not supervise others.

**Physical and Environmental Demands:**

This position functions in a typical office environment.

**Knowledge, Skills, and Abilities (Behaviors):**

This position requires knowledge of MDT’s Recruitment and Selection Policy, Union Contracts, and Records Retention policy. Will be required to read and have knowledge of specific state policies, and union contracts.

Requires basic knowledge of the principles and practices of Human Resources processes. This includes interpreting state and federal employment laws; personnel information; and the needs and business operations of the MDT.

The position requires the ability to work with diverse groups of employees and varying levels of performance, individual differences in ability, personality, and interests; learning and motivation; and assessment.

The position is required to provide excellent customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skill in computer and business software applications (recruitment programs, word processing, spreadsheets, databases, etc.) and the operation of general office equipment.

Ability to establish and maintain effective working relationships; and communicate effectively orally and in writing; to research, gather and analyze facts and circumstances and draw sound conclusions; to use discretion and judgment in handling confidential and sensitive information; to plan, organize, and gather information; and common-sense approach to solving problems.

**Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to an Associate degree in Human Resources, Communications, Business, or Public Administration, or a closely related field, and two (2) years of human resources experience. Experience may substitute for education. Alternate qualifications may be considered.

**Special Requirements:**

*List any other special required information for this position.*

- |  |  |
|--|--|
| <input type="checkbox"/> Fingerprint check                       | <input checked="" type="checkbox"/> Valid driver’s license |
| <input checked="" type="checkbox"/> Background check-name based. | <input type="checkbox"/> Other; Describe.                  |
| 000 Union Code   | Yes, Safety Responsibilities                               |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

Revision Date: 11/2024

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Human Resource Generalist Level 1 Job Code Number: B17011**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- |   |   |
|---|---|
| <input type="checkbox"/> FLSA Exempt                        | <input checked="" type="checkbox"/> FLSA Non-Exempt     |
| <input checked="" type="checkbox"/> Telework Available      | <input type="checkbox"/> Telework Not Available         |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached. |

**Human Resources:**

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**Signature**

**Title**

**Date**