

## **TRANSIT HR GENERALIST 1-2**

### **CLASS DESCRIPTION**

#### **General Responsibilities:**

This is responsible professional human resources work in the support of HR and related administrative functions at Metro Transit. Employees complete diverse human resources assignments generally in a wide range of HR functions, with a focus on labor relations support, records management and tracking, and engagement and equity efforts. Work includes handling a variety of confidential documents and information, and employees are expected to exercise the highest level of judgment and discretion regarding this information. This position reports to the Transit HR Coordinator and the work involves exercising considerable judgment and discretion relative to the application of administrative policies and procedures.

This series is expected to progress from a Transit HR Generalist 1 to a 2 as a function of the employee's career development, generally after two years at the 1 level.

#### ***Transit HR Generalist 1***

This is the entry level of the Transit HR Generalist career progression series. This work is characterized by more structured and/or closely reviewed professional assignments, necessitating application of human resource theories and concepts. Work includes varied areas of Human Resources (e.g., labor relations, engagement and equity, records management, etc.). However, employees will work under limited supervision, and are expected to exercise professional judgment and discretion within clearly defined parameters.

#### ***Transit HR Generalist 2***

This is the objective level of the Transit HR Generalist career progression series. Employees complete diverse human resource assignments; prepare comprehensive reports and recommendations; present and defend findings; and exercise fully developed professional skills. Under general supervision, employees are expected to independently exercise professional judgment and discretion.

#### **Examples of Duties and Responsibilities:**

##### ***Transit HR Generalist 1***

Engage in labor relations activities at Metro. Work collaboratively with the City Human Resources, Employee and Labor Relations team regarding Metro collective bargaining agreement, grievances and tracking issues to ensure a smooth flow of information. Apply relevant APMs, ordinances, collective-bargaining agreement provisions and other rules;

consult with Metro and City management and supervisors. Recommend changes to organizational policies or practices as they relate to the collective-bargaining agreement

Provide basic consultation to managers, supervisors, and/or employees on human resource policies, procedures and practices. Perform related policy (e.g., City ordinances, Personnel Rules, union contract provisions, etc.) interpretations in consultation with City HR. Document and communicate organization-wide standard operation procedures. Ensure standard practices and policies are being interpreted and followed uniformly agency-wide.

Coordinate and/or participate in pre-determination hearings and other workplace investigations; track investigation statuses ensuring timely corrective action. Discuss proposed corrective action with supervisors and managers. Analyze issues in light of other related employment considerations, such as FMLA, ADA, and other employment laws. Make appropriate recommendations. Consult with Central HR/Labor Relations as appropriate.

Research employee grievances; coordinate and organize necessary materials, data and information for management. Act as a Metro representative at collective bargaining grievance hearings and other related meetings. Work with appropriate Metro and City agencies to uphold labor-related agreements i.e. grievance settlements, MOUs, arbitrations, etc.

Assist in tracking of complex HR and other agency-related data. Act as the Metro Transit Records Custodian, guiding agency record retention, answering questions related to records, and facilitating the destruction and storage of records according to established schedules. Work with the Office of the City Attorney to respond timely to Open Records requests in accordance with state law, organizational standards, and applicable policies. Organize and maintain records, ensuring proper archiving and compliance. Provide guidance to personnel.

Develop and implement tracking tools to ensure proper adherence to the collective bargaining agreement. Track pre-employment exam completion for candidates. Track probationary applicable 3-month, 6-month and 1-year reviews for employees. Facilitate follow-up DOT exam process for existing employees. Develop tracking system for agencywide discipline for EEO updates. Provide related reports as necessary.

Facilitate employee engagement and equity efforts. Develop and execute engagement and equity programs and policies that foster open, two-way communication between employees, including surveys, stay interviews and recognition efforts. Collect, track, analyze and interpret relevant employee data to develop presentations, reports and summaries to share with City leaders; recommend improvements. Recommend engagement strategies, programs and policies. Coordinate activities and projects with other City departments or units to achieve shared objectives. Integrate diversity, equity and inclusion (DEI) principles into employee engagement programs.

Serve as backup to Transit HR Coordinator. Conduct new employee orientation regarding benefits as necessary. Participate in outreach activities related to recruiting and hiring.

Perform related work as required.

#### *Transit HR Generalist 2*

Perform all the work of the Transit HR Generalist 1 with a higher degree of professional complexity, initiative, judgment, and discretion.

### **QUALIFICATIONS**

#### **Training and Experience:**

Generally, positions in this classification will require:

##### *Transit HR Generalist 1*

Graduation from an accredited college or university with a Bachelor's Degree in Human Resource Management, Industrial or Labor Relations, Business or Public Administration or a related field, or an Associate's Degree in Human Resource Management. Four years of professional HR work in the areas of labor relations and records management may be substituted for the degree requirement. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

##### *Transit HR Generalist 2*

Two years of professional human resources experience, comparable to that gained as a Transit HR Generalist 1 at Metro Transit. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in Human Resource Management, Industrial or Labor Relations, Business or Public Administration or a related field, or an Associate's Degree in Human Resource Management. Four additional years of professional HR work in the areas of labor relations and records management may be substituted for the degree requirement. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

#### **Knowledge, Skills and Abilities:**

##### *Transit HR Generalist 1*

Working knowledge of the theories, principles, and practices of human resources administration including civil service selection processes, classification and

compensation, labor relations, organizational development, and/or affirmative action. Working knowledge of related legislation and professional standards. Working knowledge of and ability to use computer software applicable to the duties of the position, including Microsoft Word and Excel. Knowledge of public/business administration principles. Knowledge of equitable workforce practices and trauma informed management principles. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, to conduct recruitments and screen applications, and to conduct research. Ability to interpret collective-bargaining agreements, ordinances, and other policies and procedures. Ability to conduct interviews and solicit pertinent information. Ability to analyze diverse human resources issues and to prepare and present narrative and statistical reports. Ability to develop and maintain positive relationships with the public and co-workers. Ability to work through difficult situations, conflicts and emotional encounters with empathy, compassion and discretion. Ability to manage large groups of people. Ability to effectively work with multicultural populations. Ability to exercise discretion and equitably apply rules, policies and procedures. Ability to communicate effectively, both orally and in writing. Ability to exercise judgment and discretion in the administration of human resources programs, functions and activities. Ability to provide consultation to managers, supervisors and employees on human resources issues as appropriate. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to maintain confidentiality of information. Ability to maintain adequate attendance.

#### *Transit HR Generalist 2*

Thorough knowledge of the theories, principles, and practices of human resources administration including civil service selection processes, classification and compensation, labor relations, organizational development, and/or affirmative action. Thorough knowledge of related legislation and professional standards. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including Microsoft Word and Excel. Working knowledge of public/business administration principles. Working knowledge of equitable workforce practices and trauma informed management principles. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, to conduct recruitments and screen applications, and to conduct research. Ability to interpret collective-bargaining agreements, ordinances, and other policies and procedures. Ability to conduct interviews and solicit pertinent information. Ability to analyze diverse human resources issues and to prepare and present narrative and statistical reports. Ability to develop and maintain positive relationships with the public and co-workers. Ability to work through difficult situations, conflicts and emotional encounters with empathy, compassion and discretion. Ability to manage large groups of people. Ability to effectively work with multicultural populations. Ability to exercise discretion and equitably apply rules, policies and procedures. Ability to communicate effectively, both orally and in writing. Ability to exercise judgment and discretion in the administration of human resources programs, functions and activities. Ability to provide consultation to managers, supervisors and employees on human resources issues as appropriate. Ability to deal tactfully and firmly

with potentially hostile individuals. Ability to maintain confidentiality of information.  
Ability to maintain adequate attendance.

Special Requirements:

Ability to meet the transportation requirements for the position.

**Physical Requirements:**

Work is performed in a traditional office setting, using office equipment such as a computer, telephone, and copier. The employee should have the ability to sit/stand at a computer workstation for extended periods of time. The employee would be expected to access multiple areas of the Metro Transit facility and satellite agency and City facilities as required.

| <b>Department/Division</b>   | <b>Comp. Group</b> | <b>Range</b> |
|------------------------------|--------------------|--------------|
| Transportation/Madison Metro | 44                 | 04           |
| Transportation/Madison Metro | 44                 | 06           |

Approved: \_\_\_\_\_  
Erin Hillson  
Human Resources Director

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