

**Jefferson County  
Position Description**

<b>Name:</b>	<b>Department:</b> Human Resources	
<b>Position Title:</b> Human Resources Generalist-Recruitment and Retention I	<b>Pay Grade:</b> 6	<b>FLSA:</b> Non-Exempt
<b>Date:</b> October 2025	<b>Reports To:</b> Human Resources Director	

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**Purpose of Position**

The Human Resources Generalist – Recruitment & Retention leads County recruitment and retention efforts, serving as ambassador throughout the employee life cycle and promoting Jefferson County as an employer of choice.

**Essential Duties and Responsibilities.** *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Develops and implements recruitment strategies to attract diverse and qualified applicants; sources, screens, and recruits candidates through postings, events, databases, and community partnerships.
- Partners with hiring managers to analyze staffing needs, review job descriptions, conduct interviews, and support the selection and onboarding process.
- Coordinates and delivers employee orientation as a required responsibility, ensuring consistent information and support for new hires.
- Leads employee retention initiatives, including stay interviews, onboarding surveys, exit interviews, and strategies to reduce turnover.
- Coordinates employee recognition and engagement programs, including service awards, luncheons, and employee surveys.
- Maintains and updates job descriptions, evaluates market wage trends, and assists with classification and compensation reviews.
- Promotes Jefferson County as an employer of choice through recruitment, retention, and engagement strategies while maintaining compliance with County and federal regulations.
- Completes monthly staffing reports for Human Resources and Administration, tracking all aspects of staffing and turnover.
- Develops and utilizes metrics and data to drive candidate and employee engagement, tracks recruiting initiatives, and prepares and analyzes reports for planning purposes.
- Identifies sustainable means to attract and retain staff, including collaborative efforts, grants, and funding sources.
- Provides general HR support to employees and supervisors by responding to inquiries, researching policies, benefits, and HRIS/timekeeping information, and ensuring accurate guidance or referral.
- Coordinates HR compliance, documentation, and reporting, ensuring personnel records and practices meet County protocols and applicable laws.
- Assists interested employees with career pathing.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

- Demonstrates dependable attendance.

**Additional Tasks and Responsibilities.** *While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- Provides front desk support within the Administration Office Suite.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associates' degree in Human Resources management or related field with two years of related experience or internship; or an equivalent combination of education and experience.

#### **Preferred Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in Human Resources management or related field with one year related experience.

#### **Other Requirements – Certificates/Licensures**

- Must successfully complete a criminal background check.

#### **Knowledge, Skills, Abilities**

- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of Federal and State laws, rules, regulations pertaining to human resource management such as Equal Employment Opportunity, Title VII of the Civil Rights Act, Americans with Disabilities Act as Amended, Fair Labor Standards Act, Family and Medical Leave Act, Affordable Care Act, Workers Compensation, Employee Retirement Income Security Act (ERISA).
- Knowledge of Human Resources techniques utilized in employee relations, interviewing, recruitment, record-keeping, statistical analysis, and training.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of principles, practices, and techniques of public sector human resources governing Human Resources activities and functions.
- Skill in prioritizing workload, developing action plans and meeting deadlines.
- Skill in writing descriptions, postings, and communications in a clear, professional format.
- Ability to work well with others and collaborate as a team.
- Ability to maintain confidentiality, a high degree of professionalism, and to work with limited supervision.
- Ability to calculate figures and analyze data.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to effectively present information and respond to questions from administrators, board of supervisor members, employees and/or students and the public.
- Ability to reliably and predictably carry out one's duties.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to work effectively with individuals in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.

#### **Supervision**

- None.

**Physical Demands.** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable*

**accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.**

- Regularly uses hands to finger, grasp, handle, or feel; reach with hands and arms; and talk or hear.
- Frequently stands and walks. Occasionally climbs, balances, stoops, kneels, crouches.
- Frequently moves, pushes, or pulls up to 10 pounds when transporting interviewing material, and occasionally up to 25 pounds when transporting recruitment material.
- Regularly requires vision, speech, and hearing to communicate with employees, applicants, and the public.

**Work Environment. The work-environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.**

- Seldom exposed to adverse conditions (hazardous material, heavy equipment, confined spaces, etc).
- Noise and lighting are consistent with typical office environments.
- Occasionally required to commute in adverse weather conditions.
- May require interaction or contact with physically or verbally agitated public or employees intermittently throughout the year.

**Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.**

**I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.**

<b>Employee Signature:</b>  <hr/>	<b>Date:</b>  <hr/>
<b>Supervisor/Manager Signature:</b>  <hr/>	<b>Date:</b>  <hr/>