

MISSOULA COUNTY AIRPORT AUTHORITY

JOB TITLE: Human Resources Generalist

REPORTS TO: Director of Finance and Administration

CLASSIFICATION: Non-Exempt

DATE APPROVED: May 2023

JOB SUMMARY:

Under the general supervision of the Director of Finance and Administration, the HR Generalist provides Human Resource services and manages the overall internal employee experience – this includes managing benefit programs, coaching and counseling managers and employees, and completing special projects across the organization.

ESSENTIAL FUNCTIONS:

- Directs the full range of HR functions and services of the organization, including recruitment, selection, placement, classification, compensation, health and welfare benefits, training and development, record management, labor/employee relations and retention, Affirmative Action and Equal Employment Opportunity compliance, and Workers Compensation.
- Develops human resource solutions by collecting and analyzing information and recommending courses of action.
- Advises managers on performance management practices, progressive discipline steps, documentation, and on conducting investigations.
- Contributes to company culture by facilitation, coordination of employee events, wellness programs, employee recognition, etc.
- Provides guidance to managers on compliance with federal, state and local employment law, airport policies and collective bargaining agreements.
- Prepares and reviews written warnings, counseling letters and performance improvement plans. Participates in disciplinary meetings as requested.
- Writes and updates job descriptions; maintains files of job descriptions. Research job and worker requirements, and occupational trends.
- Participates in the collective bargaining process.
- Maintains compensation programs by conducting periodic pay surveys, scheduling and conducting job evaluations, preparing pay budgets, monitoring and scheduling individual pay actions, recommending, planning, and implementing pay-structure revisions, studying and assessing benefit needs and trends; recommending benefit programs to management, designing and conducting educational programs on benefit programs
- Performs work to ensure that airport hiring practices and procedures support equal employment opportunity principles. Implements and maintains processes to establish and execute effective recruitment and selection procedures; identifies, develops, and trains staff on evaluative tools, ex: effective recruitment and selection procedures, development of interview standards/timelines, and behavioral interviewing standards.

- Designs, oversees, and evaluates new employee onboarding and mentoring processes as part of the overall internal employee lifecycle and experience.
- Completes special human resources projects by clarifying project objectives, setting timetables and schedules, conducting research and developing and organizing information, communicating project status and issues, resolving concerns, analyzing time and cost issues and preparing reports.
- Keeps human resource records by designing a filing and retrieval system, keeping records of past and current compliants.
- Improves human resource job knowledge by attending educational workshops, reviewing market trends and establishing personal networks; benchmarking state-of-the-art practices and participating in professional societies.
- Maintains management and employee confidence and protects organization operations by keeping information confidential; cautioning others regarding potential breaches.
- Other duties as assigned.

Works under the general direction of the Director of Finance and Administration and may report issues directly to Airport Director as needed.

REQUIRED QUALIFICATIONS:

- An equivalent combination of education and experience may be considered.
- Bachelor’s degree in business, HR-related field or equivalent combination of education and experience is required. SHRM/PHR certification is desired.
- Five years of hands-on HR management experience required
- Ability to pass a rigorous 10-year background security check required by the Transportation Security Administration (TSA).
- Must have a Montana driver’s license.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Knowledge of:

- How to evaluate and support organizational culture, staff appreciation and workplace engagement.
- Principles and practices of human resources administration.
- Human Resources Policies and collective bargaining agreements.
- Compensation practices and pay rules and pay matrices.
- Principles and practices of job analysis and development; performance management and discipline; recruitment and selection.
- Administration of collective bargaining agreements and state and federal labor law.
- Microsoft Office products (WORD, Excel, PowerPoint).
- Social media and internet resources.
- Modern office technology (copier, scanner, teleconferencing).

Ability to:

- Synthesize complex or diverse information.
- Establish and maintain effective working relationships with others.
- Identify and resolve problems in a timely manner.
- Work well in group problem solving situations.

- Maintain confidentiality.
- Prepare clear and concise reports, correspondence and other written materials; vary writing style to meet needs.
- Manage multiple projects and prioritize multiple tasks and demands with a minimum of supervision.
- Handle sensitive interpersonal situations calmly and tactfully.
- Adapt to change in the workplace; able to deal with frequent change, delays or unexpected events.
- Manage competing demands; change approach or method to best fit the situation.
- Treat others with respect and consideration regardless of their status or position.

WORKING CONDITIONS:

- Most work is performed in an office setting. The position may be subject to work outside traditional hours. The position may intermittently be subject to stress due to time schedules and human behavior.
- Some business travel may be required.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Will spend a large amount of time viewing a computer screen.
- Vocal communication and normal hearing are required for expressing or exchanging ideas by means of the spoken word.
- Work environment noise level is frequently loud. Requires hearing which falls within normal limits for both pure tone and speech, per audiogram.
- Acceptable verbal and conversation skills to effectively communicate with others via the phone, at meetings and to greet and assist visitors.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Use and normal maintenance of office machines, (copier, computer, printer, fax, etc.).
- Frequent use of phone handset and repetitive use of hand & fingers to operate office equipment, use computer keyboard & computer mouse and to perform other office tasks.
- Ability to recognize occupational hazards in work activities and take safety precautions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.