



CIVIL DIVISION  
CLASS SPECIFICATION

HUMAN RESOURCES  
GENERALIST

DATE ADOPTED: 1/20/2026

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional administrative position responsible for supporting a broad range of human resources (HR) functions. The role ensures compliance with civil service rules and regulations, recruitments, onboarding, employee relations, performance management, policy development, labor relations including assisting with labor contract negotiations and addressing workplace concerns. This position is distinguished from Personnel Assistant by the diversity and complexity of its functions, the level degree of independent judgment required, and the scope of assignments handled. Work is performed under the general direction of a higher-level administrator or manager and may provide supervision or guidance to other staff.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Serves as a resource for employees and managers regarding HR policies, procedures, and employee relations matters;
2. Coordinates and supports recruitment and onboarding processes, including civil service appointments;
3. Meets with management concerning HR matters (e.g., contract interpretation, disciplinary procedures, etc.);
4. Maintains accurate and confidential employee records in accordance with applicable requirements and internal standards;
5. Participates in labor negotiations by gathering and analyzing relevant data, preparing reports, making recommended contract changes, drafting contract language, and attending negotiation sessions;
6. Oversees and participates in the collection and analysis of wage and fringe benefit data;
7. Ensures compliance with federal, state, and local employment laws, civil service regulations, and internal policies;
8. Assists in the administration of employee benefits, leave programs, and payroll;
9. Assists in developing and implementing HR strategies that improve organizational performance and enhance employee engagement;
10. Coordinates and leads HR training programs focused on workplace conduct, diversity, and compliance.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of modern public personnel administration and current laws, rules and regulations to advise on appropriate procedures and actions; knowledge of labor contract negotiation principles and interpretation; knowledge of human resources principles and practices including recruitment, employee relations, compensation, benefits and training; knowledge of New York State Civil Service Law; ability to prepare complex narrative and statistical reports for both oral and written presentation to justify positions and support a variety of proposals and studies; ability to communicate effectively with employees, union officials, department representatives and others to explain and defend a variety of civil service and labor relations issues; ability to use a variety of software packages including word processing, spreadsheets, database management and personnel/payroll databases; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.



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**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field and four (4) years of full-time HR or personnel experience involving at least two (2) of the following: recruitments, civil service processes, job postings, classifications, compensation/payroll, benefits, labor relations, or performance management;
- OR: (B) Associate's degree in Human Resources, Business Administration, Public Administration, or a related field and six (6) years of administrative work experience within personnel or human resources as described above;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION: Competitive**

**REVISION HISTORY:**