



Human Resources Generalist I

Job Code	20000137	Job Family	People Operations & Culture	Professional / Knowledge Worker	
Department	Various	Reports to	Sr Mgr, Human Resources	Union Status	Non-Represented
FLSA Status	Non-Exempt	Pay Grade	2053	This Job is a Lead	No
Last Updated	12/12/2023				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

The HR Generalist I performs day to day Human Resources functions by providing customer service support to District staff while ensuring alignment with District values, strategic priorities and objectives. Performs simple to moderate analytical and consultant duties in support of multiple Human Resource functions. Resolves simple human resources issues, escalating moderate to complex issues. Assists with various HR projects and may lead small HR project. Serves as contact for employees and responds to inquiries regarding HR programs and directives. Areas of assistance include program development, implementation and maintenance for one or more of the following functional areas with flexibility to assist in any functional area as needed: Benefits, Compensation, Talent Acquisition, Talent Development, HR Information Systems, Leave Administration (including Workers Compensation), Labor Relations, Employee Relations, Diversity, Equity & Inclusion, and other related HR functions.

Accountabilities

Accountability #1

Delivers and ensures a positive employee experience in alignment with District values and DEI objectives through collaboration, inclusivity, and transparency. Interacts respectfully and in a timely manner while demonstrating care and compassion. Promotes an environment where employees feel respected and included and by developing, implementing and maintaining people and culture programs which are in alignment with those values and similar responsibilities.

Accountability #2

Provides support in achieving the highest level of employee and ratepayer trust by ensuring District programs, policies and practices are aligned with District values, strategic objectives and with local, state, and Federal laws.

- Maintains ongoing awareness of current best practices, monitoring legislation and compliance requirements and incorporating them into District programs.
- Provides guidance to all levels of the organization concerning the interpretation, application, and communication of programs while providing a positive employee experience.
- Assists with administration of programs efficiently and accurately by referring to program materials for guidance and regularly reviewing program guidelines, documentation, and contracts.
- Recommends new programs and changes to existing programs, policies and practices and similar responsibilities. Assists with implementation of those programs.

Accountability #3

Supports District initiatives by engaging in core Human Resource work including:

- Providing customer service to include answering questions, assisting employees, traveling to field locations, etc.
- Participating in on-site activities including applicant testing, interviews, benefits and job fairs, community events, meetings, training and other District activities.
- Assisting with creating and delivering clear and engaging training and presentations on simple to moderately complex HR topics.
- Assisting with development of professional services contracts and requests for proposals; reviewing and analyzing bids and proposals and making recommendations. May act as District representative with vendors.
- Facilitating the resolution of simple to moderately complex employee relations issues.

Accountability #4

Demonstrates outstanding value relative to cost to our customers through a commitment to continual improvement by identifying areas within HR that can be streamlined using process improvement techniques. Conducts research, makes recommendations, and supports the development of new approaches, programs, and policies. Partners with staff to implement changes and procedures and communicates changes to impacted parties and similar responsibilities.

Accountability #5

Achieves the highest level of employee trust in how the District manages data privacy and security, ensuring data is secure, accurate, and confidential by following procedures, conducting regular system testing, auditing, and participating in system configuration activities to deliver the highest level of data privacy and similar responsibilities.

Accountability #6

Demonstrates powerful partnerships that supports management in achieving the District's strategic and/or operational objectives by resolving simple issues independently or in partnership with others by identifying root causes; risk identification; mitigation and management; conducting research and engaging with subject matter experts. Lead simple to moderately complex projects while engaging with stakeholders, developing project plans, communication/change management plans, monitoring project progress and ensuring projects are implemented successfully and similar responsibilities. Develop comprehensive options and recommend solutions by exercising effective judgment, sensitivity, and creativity to changing needs, situations and initiatives and similar responsibilities.

Accountability #7

Delivers excellent employee experiences in support of District values and DEI objectives by promoting an environment where employees feel respected and included by assisting with developing, implementing,

and maintaining people and culture programs which are in alignment with those values and similar responsibilities.

Accountability #8

Seeks learning and development opportunities to improve professional competencies and stays curious and current on HR practices through attending conferences and seminars, networking and review of business-related research and publications. Shares learnings with other Human Resources employees.

Accountability #9

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelors Degree in Business Administration, Human Resource Management, Public Administration, or a related field;

OR

Associate's Degree Business Administration, Human Resource Management, Public Administration, or a related field, AND

Two (2) years of related Human Resources experience;

OR

Four (4) years of related Human Resources experience.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Preferred License(s) and/or Certification(s):

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Collaborative and passionate about the employee's experience and HR's role in supporting District values and strategic priorities.

Ability to leverage technology to find solutions and solve problems, increase productivity in workflow, and provide technical support for HR systems.

Ability to demonstrate strong emotional intelligence both in-person and hybrid work environments.

Ability to effectively collaborate with executives, managers and employees about simple to moderately complex and sensitive issues.

Strong work ethic and willingness to take ownership, initiative and accountability for area of responsibility.

Strong oral and written communication skills, including report writing, presentations and communicating effectively with all levels in the organization and outside agencies.

Flexibility and sense of urgency in responding to unanticipated situations.

Proactive approach to research and problem solving.

Ability to learn and apply State, Federal, and local laws, statutes and regulations.

Basic to intermediate technical skills including Word, Excel, and PowerPoint.

Ability to perform and interpret simple to moderate statistical computations.

Project management skills. Ability to learn coaching and consulting techniques.

Basic knowledge of record keeping techniques, including electronic.

Ability to work with and maintain confidential information ensuring privacy and security.

Strong decision-making skills, including an understanding of when to escalate decisions.
Ability to understand and administer provisions of a Collective Bargaining Agreement.
Understand interdependencies between various HR and business operations functions.

Preferred Skills and Abilities:

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List

Frequency

Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Never
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Never
Use close vision	Seldom (1-10%)
Use distance vision	Seldom (1-10%)
Use color vision	Seldom (1-10%)
Use peripheral depth perception	Never
Speak	Constant (67-100%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

Frequency

Understand and carry out simple oral instructions	Constant (67-100%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Never
Work alone	Occasional (11-33%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Constant (67-100%)
Speak with clarity with others	Constant (67-100%)
Comprehension	Frequency
Read and carry out simple instructions	Constant (67-100%)
Read and carry out complicated instructions	Occasional (11-33%)
Retain relevant job information	Constant (67-100%)
Reasoning	Frequency
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Constant (67-100%)
Use intermediate and/or advanced math	Seldom (1-10%)
Organization	Frequency
Plan own work activities	Occasional (11-33%)
Plan work activities of others	Never
Direct work activities of others	Never
Resilience	Frequency
Work under pressure	Occasional (11-33%)
Work for long periods of time	Seldom (1-10%)
Work on several tasks at the same time	Occasional (11-33%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Never

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

0 Expected to be available during storm or large outage events.

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.