



JOB DESCRIPTION

Human Resources Generalist (Full-time)

DEPARTMENT: Administration

REPORTS TO: Human Resources Manager

EFFECTIVE DATE: January 31, 2026

PAY GRADE: 140 (\$27.36-\$39.83)

STATUS: Exempt

LOCATION: 860 W. Levoy Drive, STE 300
Taylorsville, UT 84123

JOB SUMMARY

Under the Human Resources Manager's leadership, this position provides leadership, program oversight, administrative and technical support to Human Resources, including talent acquisition, recruiting, operations, onboarding, and management. Serves as the administrator for the applicant tracking system. Serves as the backup for the Human Resources manager in their absence. Prepares talent acquisition and recruitment reports and tracks recruiting metrics. Assists with various human resources projects and events.

MINIMUM EDUCATION QUALIFICATION

Bachelor's degree from an accredited college or university, plus two (2) years of experience in a field closely related to these duties; OR an equivalent combination of related education and experience. Bachelor's degree preferred.

Special Requirements

- A valid and unencumbered driver's license is required.
- Due to the nature of this position, the candidate must pass a pre-employment background check.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the employee(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position. Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without reasonable accommodation.

- Responsible for managing the MSD's training programs.
- Manages Open Enrollment planning and execution.
- Leads the MSD's Wellness Committee and ensures staff morale is improved via an iterative engagement process.
- Maximizes HRIS integration and utilization across the MSD.
- Responsible for ensuring MSD's Human Resources files are updated and complete, specifically responsible for resolving any issues. Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Coordinates all Human Resources Work Groups and serves as their meeting record keeper.
- Assists with MSD policy development and reviews all changes to MSD policies.
- Answers questions from applicants and employees regarding standard policies, benefits, hiring processes, etc., researches challenging, complicated questions, and refers the most complex questions to appropriate senior-level HR staff or management.
- Provides clerical support to the HR department.
- May assist with payroll functions, including processing, answering employee questions, fixing processing errors, and distributing checks. Coordinates with Payroll to deconflict all payroll errors.
- Liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers. Manages HR invoicing to ensure invoices reflect the actual current staffing levels and appropriate charges.
- Responsible for coordinating and conducting new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization- wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Other Human Resources duties as assigned.



KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Utah Retirement System (URS)
- Public Employees Health Program (PEHP)
- The HUB International and Employee Navigator
- Payroll Management
- Human Resources Information Systems (HRIS)

Special Qualifications, Licenses, Certifications

- Prefer Society for Human Resource Manager – Certified Professional (SHRM-CP) or equivalent

Skills and Abilities to:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, HRIS, and similar computer applications.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- This position requires work in a wide variety of conditions, from a typical office setting to fieldwork.
- This position may be subject to intermittent exposure to high-stress situations caused by human behavior.
- While performing the duties of this job, the employee is frequently required to sit, walk, move, talk, and hear/listen.
- The employee is required to use hands to finger, handle, and feel objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus unless otherwise required by management.



G R E A T E R S A L T L A K E

Municipal Services District

EMPLOYEE REVIEW:

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. The job description does not imply an employment contract, nor is it an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the company's needs. I have been given a copy of this description.

Employee's Signature: _____ **Date:** _____

Employee's Printed Name: _____

APPROVALS:

Associate General Manager: _____ **Date:** _____