On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! a menu-driven database system. The Internet Address is GSAAdvantage.gov.

Multiple Award Schedule (MAS)
Human Capital Management and
Administrative Support Services

Contract #: 47QSEA18D000V

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.fss.gsa.gov

Contract Period: 04/03/2018 through 04/02/2023
Southern Crescent Personnel
1659 Hwy 20 W Suite 272
McDonough, GA 30253
www.scp-jobs.com

Primary Contact: Tamika Noel / tnoel@scp-jobs.com
Alternative Contact: Krystal Pate / kpate@scp-jobs.com

Phone: (770) 968-4602 / Fax: (770) 968-4606

Business Size: Small Business, Woman-Owned under $6 million
Data Universal Number System (DUNS) Number: 872864160
Central Contractor Registration (CCR) Cage Code: 321A5
### Information for Ordering Activities:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Awarded Special Item Number: 541611 541612HC</td>
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<tr>
<td>2.</td>
<td>Maximum Order: $1,000,000 USD</td>
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<tr>
<td>3.</td>
<td>Minimum Order: $100 USD</td>
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<td>4.</td>
<td>Geographic Coverage: 50 States and District of Columbia</td>
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<td>5.</td>
<td>Points of Production: Various</td>
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<tr>
<td>6.</td>
<td>Prices herein are net</td>
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<td>7.</td>
<td>Quantity Discounts: 6% for 10+ Orders</td>
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<tr>
<td>8.</td>
<td>Prompt Payment Terms: 0.650% If payment is made Net 10</td>
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<td>9.</td>
<td>Government purchase cards are accepted below and above the micro-purchase threshold.</td>
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<td>10.</td>
<td>Foreign Items: N/A</td>
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<td>11.</td>
<td>Delivery Time: As specified by purchase order</td>
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<td>12.</td>
<td>F.O.B. Points: Destination</td>
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<td>13.</td>
<td>Ordering Address: 1659 Hwy 20 W Ste 272 McDonough GA 30253</td>
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<tr>
<td>14.</td>
<td>Payment Address: Same as order address</td>
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<td>15.</td>
<td>Warranty provision: N/A</td>
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<td>16.</td>
<td>Export Packing Charges: N/A</td>
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<td>17.</td>
<td>Terms and conditions of Government Credit Cards: Accept any above micro-purchase threshold.</td>
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<tr>
<td>18-24.</td>
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<td>25.</td>
<td>Data Universal System (DUNS) 872864160</td>
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<td>26.</td>
<td>SCP is registered in the System for Award Management (SAM) database: (Beta.SAM.gov) CAGE CODE: 321A5</td>
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## Schedule Price List (All SINs)

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<tr>
<th>NAICS-SIN</th>
<th>Legacy SIN</th>
<th>GSA Labor Category</th>
<th>GSA Hourly Rate</th>
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<td>595-11</td>
<td>Human Resources Assistant I</td>
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<td>Human Resources Assistant III</td>
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<td>Human Resources Assistant IV</td>
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<td>595-11</td>
<td>Administrative Assistant III</td>
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<td>Personnel Assistant I</td>
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<td>Human Resource Specialist</td>
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<td>Sr Human Resource Specialist</td>
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<td>Employee Relations Specialist I</td>
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<td>Executive Recruiter</td>
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<td>Human Resources Generalist IV</td>
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Labor Category Descriptions

Human Resources Assistant I
Duties: Provides technical assistance to Human Resources Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Performs work in two or more of the human resources specialties. May accomplish work using an automated system. Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. May provide technical support in the execution of the merit placement/promotion program, in executing employee relations programs, in planning and developing courses based on the needs of the organization and workforce.

- **Min Experience:** Well-versed in the technical aspects of a variety of human resources functional areas and has performed this work at the full-performance level or higher. May provide leadership for other assistants in the HR office and has an extensive training in HR and related subjects. Must have at least 2 years of experience preferably in the related field or in an administrative role.
- **Min Education:** Associates Degree or High School Diploma or GED and two (2) years related work experience.

Human Resources Assistant II
Duties: May provide technical assistance to Human Resources Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Performs work in two or more of the human resources specialties. May accomplish work using an automated system. Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. May provide technical support in the execution of the merit placement/promotion program, in executing employee relations programs, in planning and developing courses based on the needs of the organization and workforce.

- **Min Experience:** Well-versed in the technical aspects of a variety of human resources functional areas and has performed this work at the full-performance level or higher. May provide leadership for other assistants in the HR office and has an extensive training in HR and related subjects. Must have at least 3 years of experience preferably in the related field or in an administrative role.
- **Min Education:** Associates Degree or High School Diploma or GED and four (4) years related work experience.
**Human Resources Assistant III**

**Duties:** Provides technical assistance to Human Resources Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Performs work in two or more of the human resources specialties. May accomplish work using an automated system. Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. May provide technical support in the execution of the merit placement/promotion program, in executing employee relations programs, in planning and developing courses based on the needs of the organization and workforce.

- **Min Experience:** Well-versed in the technical aspects of a variety of human resources functional areas and has performed this work at the full-performance level or higher. Must have at least 5 years of experience preferably in the related field or in an administrative role.
- **Min Education:** Associates Degree or High School Diploma or GED and six (6) years related work experience.

**Human Resources Assistant IV**

**Duties:** Provides technical assistance to Human Resources Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Performs work in two or more of the human resources specialties. May accomplish work using an automated system. Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. May provide technical support in the execution of the merit placement/promotion program, in executing employee relations programs, in planning and developing courses based on the needs of the organization and workforce.

- **Min Experience:** Well-versed in the technical aspects of a variety of human resources functional areas and has performed this work at the full-performance level or higher. May provide leadership for other assistants in the HR office and has an extensive training in HR and related subjects. Must have at least 7 years of experience preferably in the related field or in an administrative role.
- **Min Education:** Associates Degree or High School Diploma or GED and eight (8) years related work experience.
Administrative Assistant III

**Duties:** Administrative Assistants provide administrative support to project personnel on tasks such as manage and coordinate calendars for one or more project personnel including making travel and accommodation arrangements, arrange all logistics for on-site and off-site group meetings and events, prepare documents, tables and presentations, facilitate communication and correspondence with executive clients

- **Min Experience:** Administrative Assistants possess at least 4 years of experience supporting senior executives and/or program and project management professionals.
- **Min Education:** Associates Degree or High School Diploma or GED and 4-6 years related work experience

Personnel Assistant I

**Duties:** Performs clerical work requiring substantial knowledge of personnel terminology, requirements, procedures, and functions; processing documents such as applications for employment, promotion, benefits, training; preparing recurring personnel reports; explaining personnel procedures; maintaining master personnel listings; and processing personnel actions.

- **Min Experience:** One (1) year of experience in processing personnel actions used to generate the SF50, with demonstrated experience required to perform the above duties.
- **Min Education:** Associates Degree or High School Diploma or GED and two (2) years related work experience.

Personnel Assistant II

**Duties:** Performs clerical work requiring substantial knowledge of personnel terminology, requirements, procedures, and functions; processing documents such as applications for employment, promotion, benefits, training; preparing recurring personnel reports; explaining personnel procedures; maintaining master personnel listings; and processing personnel actions. Practical knowledge of one or more civilian personnel management programs such as staffing, employee relations, or classification.

- **Min Experience:** Has 4 or more years of experience in processing personnel actions used to generate the SF50, with demonstrated experience required to perform the above duties.
- **Min Education:** Associates Degree or High School Diploma or GED and four (6) years related work experience.
Personnel Assistant III

**Duties:** Performs clerical work requiring substantial knowledge of personnel terminology, requirements, procedures, and functions; processing documents such as applications for employment, promotion, benefits, training; preparing recurring personnel reports; explaining personnel procedures; maintaining master personnel listings; and processing personnel actions. Other qualifying work includes limited technical work requiring substantial, practical knowledge of one or more civilian personnel management programs such as staffing, employee relations, or classification. This position does not require the depth of knowledge which is characteristic of the recognized personnel management specialist positions.

- **Min Experience:** Has 6 or more years of experience in processing personnel actions used to generate the SF50, with demonstrated experience required to perform the above duties.
- **Min Education:** Associates Degree or High School Diploma or GED and six (8) years related work experience.

Project Manager:

**Duties:** Responsible for the planning and execution of all activities related to a contract delivery order in functional areas such as human resources management and operations, outreach, events management, or HR Systems. Responsible for developing and executing a detailed project plan for each assigned project, task or delivery order. Ensures that all personnel assigned to a task meet government qualification standards and receive necessary training. Reviews subcontractor deliverables and invoices and approves for payment. Approves invoices being submit to the government. Reviews all deliverables prior to their submission for acceptance.

- **Min Experience:** At least six years of related work experience.
- **Min Education:** A BA/BS in a related discipline is required. An MBA or similar graduate degree is preferred. PMP certification is highly desirable.

Human Resource Specialist:

**Duties:** Performs HR duties in one or more areas such as classification, staffing, recruiting, benefits administration, employee relations or labor relations. May specialize in one or more disciplines. Works independent of supervision on routine assignments. Develops and implements new employee orientation programs and may design and administer exit interviews.

- **Min Experience:** At least two years of related work experience that includes at a minimum of 12 months of Federal HR experience and demonstrated expertise as a specialist in one or more of the following areas: as classification, staffing, recruiting, benefits administration, employee relations or labor relations.
- **Min Education:** Bachelor’s degree + 2 years’ experience, or 5 years’ experience without bachelors.
**Senior Human Resource Specialist:**

**Duties:** Performs HR duties in one or more areas such as classification, staffing, recruiting, benefits administration, employee relations or labor relations. May specialize in one or more disciplines. May function as a team leader in one or more of the functional areas. Possesses expert level knowledge of the rules and regulations and addresses the technical requirements associated with complex problems in the area to which assigned. May be an expert in retirement counseling and processing.

- **Min Experience:** At least four years of related work experience that includes at least two years of Federal HR experience and demonstrated expertise as a specialist in one or more of the following areas: classification, staffing, recruiting, benefits administration, employee relations or labor relations.
- **Min Education:** Bachelor’s degree and at least 4 years’ experience, or 10 years’ experience without bachelors.

**Employee Relations Specialist I:**

**Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in employee relations. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. Develops employee case files to support performance improvement plans, Manages or designs Employee Assistance Program, Develops or interpret HR policy or guidance, Processes personnel transactions into Human Resources Information Systems (HRIS), Prepares HR reports or analytics, responds to technical questions received via phone or email

- **Min Experience:** Has 2 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in employee relations. Applies advanced skills and experience in processing personnel transactions.
- **Min Education:** Bachelor’s Degree

**Employee Relations Specialist II**

**Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in employee relations. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. Develops employee case files to support performance improvement or adverse action plans Manages or designs Employee Assistance Program, Develops or interpret HR policy or guidance, Processes personnel transactions into Human Resources Information Systems (HRIS), Prepares HR reports or analytics.
• **Min Experience:** Has 4 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in employee relations. Applies advanced skills and experience in processing personnel transactions.

• **Min Education:** Bachelor’s Degree

### Senior Labor Relations Specialist I

**Duties:** Provides advice and assistance to the organization's labor counselors may represent or participate in civilian personnel, labor relations, and equal employment opportunity cases arising within the organization, including cases that could establish organization-wide precedent. Conducts research in connection with pending cases and analyzes factual and legal issues. Prepares the agency's case in administrative hearings and other judicial settings. Provides oral and written advice and technical legal guidance to key officials and, upon request to subordinate organizational units, concerning all aspects of the law of federal employment and federal labor-management relations, including adverse actions, performance management, equal employment opportunity issues, and labor relations matters.

• **Min Experience:** Broad background in labor relations and has performed this work at the senior or manager level. Training in law, public administration, business administration and other related disciplines. Critical skills possessed include: Knowledge of Federal labor and employment law; Experience in administrative law, Joint Ethics Regulations

• **Min Education:** Bachelor’s degree + 3 years’ experience, or 6 years’ experience without bachelors.

### Senior Labor Relations Specialist II

**Duties:** Provides advice and assistance to the organization's labor counselors may represent or participate in civilian personnel, labor relations, and equal employment opportunity cases arising within the organization, including cases that could establish organization-wide precedent. Conducts research in connection with pending cases and analyzes factual and legal issues. Prepares the agency's case in administrative hearings and other judicial settings. Provides oral and written advice and technical legal guidance to key officials and, upon request to subordinate organizational units, concerning all aspects of the law of federal employment and federal labor-management relations, including adverse actions, performance management, equal employment opportunity issues, and labor relations matters. May provide direct operational labor relations services including reviewing contracts, meeting with labor organization representatives, resolving complaints, etc.
• **Min Experience:** A broad background in labor relations and has performed this work at the senior or manager level. Includes academic preparation and training that may include law, public administration, business administration and other related disciplines. Knowledge of Federal labor and employment law; Experience in military installation and administrative law (include any experience with the Joint Ethics Regulation, law and regulations affecting the operation of an installation, FOIA, Privacy Act, Joint Federal Travel Regulation); Skill in oral communication and communication with senior officials; Skill in research, analysis, and writing.

• **Min Education:** Bachelor’s degree + 6 years’ experience, or 10 years’ experience without bachelors

**Recruiter I:**

**Duties:** Participates in proactively identifying and reaching out to potential applicants. Provide telephone support to applicants seeking job related information and assistance applying for Federal positions using Quick hire or applications processes. Provides logistics support for outreach activities at Association Meetings/Conferences and Job Fairs. Develops and maintains applicant tracking databases. Provides candidates with ongoing application status reports. Assists in proactively identifying candidates: conducting qualifications assessments and prescreening interviews; setting up selection interviews; supporting staffing activities including reference checks, offer letters, and employee on-boarding and new employee orientation.

• **Min Experience:** This is an entry level position requiring at least one year of work experience involving the application of strong organizational and interpersonal skills as well as a demonstrated customer service orientation is required.

• **Min Education:** Associates Degree or High School Diploma or GED and two (2) years related work experience.

**Recruiter II:**

**Duties:** Designs and implements annual recruiting strategies using creative recruitment techniques to identify well qualified candidates. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web sites; posting positions; mining association data bases; and, planning, coordinating and conducting outreach activities. Maximizes the use of Federal hiring flexibilities and recruiting incentives. Assists in proactively identifying candidates: conducting qualifications assessments and prescreening interviews; setting up selection interviews; supporting staffing activities including reference checks, offer letters, and employee on-boarding and new employee orientation.

• **Min Experience:** At least three years of recruiting experience including at least one year of experience recruiting for candidates in specifically identified occupations. Prior Federal recruiting experience is desirable.

• **Min Education:** Associates Degree or High School Diploma or GED and four (4) years related work experience.
Recruiter III:
**Duties:** Works with senior leadership to develop annual recruiting plans to ensure timely identification of current and future hiring needs. Designs and implements annual recruiting strategies using creative recruitment techniques to identify well qualified candidates. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web sites; posting positions; and, planning, coordinating and conducting outreach activities. Maximizes the use of Federal hiring flexibilities and recruiting incentives. May lead a team of recruiters charged with proactively identifying candidates: conducting qualifications assessments and prescreening interviews; setting up selection interviews; supporting staffing activities including reference checks, offer letters, and employee on boarding and new employee orientation

- **Min Experience:** At least five years of recruiting experience including at least three years of experience recruiting for candidates in specifically identified occupations. Prior federal recruiting experience is desired.
- **Min Education:** Associates Degree or High School Diploma or GED and six (6) years related work experience.

Executive Recruiter
**Duties:** Plans and executes exhaustive searches for senior level experts as well as high level managers and executives. Develops an organization’s mission and business processes as related to recruitment of high-level talent and coupled with an expert knowledge of executive search principles and practices.

- **Min Experience:** Has at least 4 years of progressive responsibility recruiting high level managers and executives
- **Min Education:** At least four years of directly related progressively responsible and in-depth executive search experience performing the foregoing types of functions. An additional six years of similar experience may be substituted for the Bachelor’s degree.

Classification Specialist I
**Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in position classification, position management and organizational design. Provides HR process services and interacts with clients.

- **Min Experience:** Has at least 3 years of experience in Federal Human Resources (HR) business processes with knowledge and skilled in position classification, position management and organizational design.
- **Min Education:** Bachelor’s Degree + 3 years’ experience or High School Diploma or GED and six (6) years related work experience
Classification Specialist II
Duties: Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in position classification, position management and organizational design. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists.

- **Min Experience:** Has at least 5 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in position classification, position management and organizational design.
- **Min Education:** Bachelor’s Degree + 5 years’ experience or High School Diploma or GED and eight (8) years related work experience

Classification Specialist III
Duties: Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in position classification, position management and organizational design. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists.

- **Min Experience:** Has at least 7 or more years of experience in Federal Human Resources (HR) business processes with knowledge and skill in position classification, position management and organizational design.
- **Min Education:** Bachelor’s Degree + 8 years’ experience or High School Diploma or GED and ten (10) years related work experience

HR Benefit Specialist I
Duties: Manages the day to day administration of group benefit plans and assists in the research, design and development of new benefits programs; administers benefits program; assists in evaluating prospective new programs; presents complex benefits information to groups Manages vendor relationships; serves as liaison with benefits providers; develops employee benefit procedures; oversees the maintenance of employee benefit records Facilitates annual enrollment procedures; provides updated benefits information

- **Min Experience:** Employee Benefits Specialists have 1 year of related experience.
- **Min Education:** Bachelor’s Degree or High School Diploma or GED and two (2) years related work experience
HR Benefit Specialist II
Duties: Manages the day to day administration of group benefit plans and assists in the research, design and development of new benefits programs; administers benefits program; assists in evaluating prospective new programs; presents complex benefits information to groups Manages vendor relationships; serves as liaison with benefits providers; develops employee benefit procedures; oversees the maintenance of employee benefit records Facilitates annual enrollment procedures; provides updated benefits information

- **Min Experience**: Employee Benefits Specialists have 3 years of related experience.
- **Min Education**: Bachelor’s Degree or High School Diploma or GED and four (4) years related work experience

HR Benefit Specialist III
Duties: Manages the day to day administration of group benefit plans and assists in the research, design and development of new benefits programs; administers benefits program; assists in evaluating prospective new programs; presents complex benefits information to groups Manages vendor relationships; serves as liaison with benefits providers; develops employee benefit procedures; oversees the maintenance of employee benefit records Facilitates annual enrollment procedures; provides updated benefits information

- **Min Experience**: Employee Benefits Specialists have 5 years of related experience.
- **Min Education**: Bachelor’s Degree or High School Diploma or GED and six (6) years related work experience

HR Generalist I
Duties: Performs a broad range of responsibilities across at least one functional area of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training and career development.

- **Min Experience**: HR Generalist must have 1 years’ experience performing broad range of functional human resource responsibilities.
- **Min Education**: A Bachelor’s degree and at least two (2) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor’s degree.
**HR Generalist II**

**Duties:** Performs a broad range of responsibilities across at least one functional area of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training and career development.

- **Min Experience:** HR Generalist must have 4 years’ experience performing broad range of functional human resource responsibilities.
- **Min Education:** A Bachelor’s degree and at least four (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor’s degree.

**HR Generalist III**

**Duties:** Performs a broad range of responsibilities across at least one functional area of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training and career development.

- **Min Experience:** HR Generalist must have 6 years’ experience performing broad range of functional human resource responsibilities.
- **Min Education:** A Bachelor’s degree and at least six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor’s degree.

**HR Generalist IV**

**Duties:** Performs a broad range of responsibilities across at least one functional area of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training and career development.

- **Min Experience:** HR Generalist must have 8 years’ experience performing broad range of functional human resource responsibilities.
- **Min Education:** A Bachelor’s degree and at least six (8) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor’s degree.