

HR generalist job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: [Exempt or nonexempt]
- Pay range: [\$X to \$Y per year]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're looking for an HR generalist to support our employees and managers across onboarding, benefits, leave, employee relations, and HR operations.

What you'll do

- Run onboarding and offboarding, including I-9 verification and new hire paperwork.
- Answer employee questions about policies, benefits, and pay.
- Administer leave programs, including FMLA, ADA accommodations, and state leave.
- Support managers with performance and employee relations issues.
- Keep employee records and HRIS data accurate and confidential.
- Coordinate benefits enrollment and vendor issues.
- Help with compliance reporting, audits, and required postings.
- Support recruiting, training, and engagement programs.

What you'll need

- [Two] or more years of HR experience.
- Working knowledge of employment law and HR practices.
- Experience with [HRIS].
- Excellent communication and discretion.

Nice to have

- Bachelor's degree in human resources or a related field.
- SHRM-CP or PHR certification.
- Multi-state HR experience.

Skills

Employee support, Leave administration, HRIS, Confidentiality, Policy knowledge, Organization.

Physical demands and work environment

Office, hybrid, or remote setting.

Pay and benefits

[\$X to \$Y per year], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$36.51 (BLS OEWS, May 2025, SOC 13-1071, Human resources specialists).
- Median annual equivalent: \$75,940 (hourly median x 2,080 hours).
- Mean annual wage: \$81,990.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Depends on duties. Duties and pay decide overtime eligibility, not the job title.

HR generalists may be exempt under the administrative exemption when they exercise independent judgment on significant matters, such as interpreting policy or investigating complaints. Generalists who mostly process paperwork and data entry are often nonexempt. Generalists who handle accommodations and leave should know the ADA's interactive process and FMLA notice deadlines.

How to customize it

- List the HR areas the role owns.
- Say how many employees it supports.
- Name your HRIS.
- Describe the HR team structure.

Interview questions

1. Walk me through how you'd handle an accommodation request.
2. An employee tells you their manager is treating them unfairly. What do you do?
3. How do you keep HR records accurate?
4. Tell me about a time you explained a policy an employee didn't like.

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.
- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.

- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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