



JOB DESCRIPTION

JOB TITLE:	Human Resources Generalist		
DEPARTMENT:	Administration	DIVISION:	Human Resources
REPORTS TO:	Human Resources Director		
SUPERVISES:	None		
FLSA STATUS:	Exempt	EFFECTIVE DATE:	11/1/2019

POSITION SUMMARY

Under general direction, this professional position performs intermediate work in employee recruitment, benefits administration, employee and labor relations, training program development, research and analysis for program and policy guidance, and related work as required. This position exercises no supervisory responsibilities.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Administers compensation and benefit programs and annual open enrollment; educates potential employees, active employees and retirees on benefit plans; participates in the development and design of benefit plans and programs; participates on the Insurance Committee.
- Manages the performance planning and review process and provides coaching and direction to managers on performance appraisal.
- Investigates accusations of policy violation; provides interpretations of policies, procedures, and labor contract provisions to employees and managers; advises and assists managers on how to handle performance issues, disciplinary actions and grievance resolutions to ensure compliance with rules, policies, and procedures; assists in the development and implementation of personnel policies and procedures.
- Coordinates the workers' compensation program; maintains OSHA reporting procedures; serves as the lead for Human Resources on the Safety Committee; works with the Human Resources Assistant to administer disability management programs, including FMLA and fitness for duty examinations.
- Coordinates with the Human Resources Assistant regarding staffing, recruitment and onboarding of new employees
- Provides research and data analysis for a wide range of personnel matters including legal compliance, labor negotiations strategy, market analysis, benefit strategies, workforce analytics, and related human resources applications.
- Analyzes training and development needs and contributes to the development and presentation of training programs; Develops employee communications and education on human resources programs.
- Assists the Human Resources Director with developing and monitoring the City's ADA, equal opportunity and affirmative action programs.
- Assists in preparations for contract negotiations by gathering information, analyzing effects of recommended proposals, and recommending initiatives for contract changes; participates in negotiation sessions as required.
- Maintains employee files and records in accordance with the data practices act and records retention schedule.
- Performs job analysis to develop job descriptions and assess job classifications.
- Oversees the Random Drug Testing program.
- Coordinates with the Human Resources Assistant regarding the wellness program.
- Provides assistance with payroll and performs payroll functions as required.

- Performs other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

Access to Not Public Data: This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Confidential Position: Collects and creates information used to develop management positions for the collective bargaining process.

MINIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- Bachelor's degree in human resources, business administration, or related field
- One year experience working in a personnel or human resource environment.

Training, Certificates, and Licenses

- Valid Driver's License

KNOWLEDGE, SKILLS, and ABILITIES

Considerable knowledge of personnel management and human resource programs and policies; considerable knowledge of State and Federal employment laws and regulations, general knowledge of labor relations practices and techniques and labor negotiations methods; general knowledge of regulations regarding the handling of employee records and files; general knowledge of standard office practices, procedures, equipment and techniques; ability to develop communications and perform public speaking for a variety of audiences; ability to work independently and complete assignments under general instructions; ability to plan, organize, and manage multiple, concurrent and complex projects effectively and efficiently; ability to collect, organize and analyze data; ability to apply established policies, practices and procedures; skill in using office equipment and applicable software; ability to communicate effectively, both orally or in writing, ability to establish and maintain effective working relationships with associates and the general public.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires walking and occasionally requires standing, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

NOTICE

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Director

Date