



Job Title: Human Resource Generalist

Department: Administration

Reports to: City Manager

FLSA Classification: Exempt

Grade: 260

Salary: \$70,420-\$98,587

Position Summary

The Human Resources Generalist performs professional-level human resources work and carries out responsibilities in the functional areas, such as staffing, employee relations, benefits, training, employment, and safety, and assists in the development of policies, programs, and procedures to improve the effectiveness of human resource operations.

Duties and Responsibilities

*Coordinates new hire process for managing staff, including orientation and new hire paperwork

*Answers employee questions and or concerns regarding Human Resource policy, procedures, or employee handbook interpretations; escalate to the City Manager as needed.

*Assists Department Directors with employee inquiries, performance review process, coaching, counseling, and terminations.

Maintains compliance with federal, state, and local employment laws and regulations and recommended best practices.

Ensures HRIS is maintained and used accordingly.

Records employee transactions and changes affecting net wages, such as exemptions and insurance coverage, for updated keeping of master payroll records.

Updates, monitors, and maintains eligible salary adjustments/increases based on one-year evaluations.

Reports, maintains, and monitors all workers' compensation case files; follows up on open cases.

Act as the City's risk manager and design, implement and track a City-wide cost containment program that will provide coverage for both the City's workers' compensation and liability insurance audit requirements.

Act as the City's ADA coordinator. Attend meeting and offer information and suggestions to promote compliance with ADA regulations.

Maintains and coordinates employee recognition programs.

Follows all city policies, procedures, and guidelines.

Operates ethically to protect the assets and image of the city.

Performs other duties and responsibilities as per city needs.

Knowledge, Experience and Skills

- Demonstrates a collaborative work style and ability to work effectively across departments
- Excellent time management skills: results-oriented with the ability to manage projects and tight deadlines effectively
- Ability to understand the need for timely recruitment strategies
- Demonstrates a service-oriented, collaborative approach with exceptional follow-up
- Excellent organization skills with attention to detail
- Excellent oral, written, presentation, and listening skills
- Proficient in Microsoft Office products (Word, Excel, Sharepoint, and PowerPoint)
- Ability to operate ethically to protect the assets and image of the company
- Ability to work in an ever-changing environment
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Excellent interpersonal skills, negotiation, and conflict resolution skills

Education and Experience

- Requires a high school diploma or equivalent (GED); Bachelor's degree in Human Resources, Business Administration or related field preferred.
- Requires four (4) years of Human Resources experience; work in a public sector preferred.
- SHRM-CP certification preferred

Physical Demands and Work Environment

- Prolonged periods of sitting at a desk and working on a computer.
- Lift and/or carry up to 10 lbs.
- Ability to physically maneuver through work areas; bend, lift, carry, reach/extend arms and hands above shoulder height frequently, or otherwise move in a constantly changing environment.

Benefits

- Medical, Dental, & Vision Insurance
- Retirement Plan
- Life Insurance
- Short Term Disability
- Voluntary Long-Term Disability

Paid Time Off

- Personal Time Off
- Paid Holidays
- Supplemental Paid Leave

The physical demands and work environments described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The above statements are intended to describe the general nature of the work being performed and not intended to be an exhaustive list of all duties, responsibilities, and skills.