



Job Title	Human Resources Generalist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	3	Job Code	18429

Class Specification – Human Resources Generalist

Summary Statement:

The purpose of this position is to provide professional assistance to Human Resources. This is accomplished by administering the performance evaluation process, leave programs to include FMLA, intake of employee relations issues and assisting with payroll processing. Other duties include Processing retirements, employee informational write-ups for supervision, data analysis, and preparing reports and queries. This position may supervise administrative positions in the unit.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time %
(All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

25%

Track performance evaluations for regular employees probationary, rehires and promotions. Ensure the department meets all standards provided under policy and accreditation. Serve as the administrator and Subject Matter Expert (SME) on the performance evaluation software to include training supervisors, troubleshooting and updating the system as needed. Run queries and reports out of the system in support of management.

25%

Communicates with all divisions concerning the procedures for handling and processing Time and Labor. Analyzes Time and Labor entries for accuracy. Determines eligibility for shift pay and maintain appropriate work schedules. Provides information and clarification on pay related questions from employees and supervisors. Determines appropriate action in resolving payroll errors and issues. Coordinates with the City Payroll regarding discrepancies, policy and separations. Prepares salary, benefit and overtime information for current grants. Administer all transfer, step progressions, uniform allowance, schedule changes and employee data changes in the HRIS system. Perform audits on several aspects of the employee data.

25%

Maintains the department's worker's compensation and medical files. Coordinates and facilitates Worker's Compensation options meetings between employee and City Risk Management. Processes accident report forms in the OHM system. Provides information with the Claims Office regarding worker's compensation claims. Administers the FMLA process to include answering employee and supervisor questions, determining eligibility,



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	tracking, ensuring proper paperwork is received, provided appropriate notifications to include the required FMLA forms, low balance memos and ADA notification. Performs audit on Worker's Comp and FMLA hours. Tracks and logs all light duty hours and provides communication to the employee and supervisor. Assists employees with Military Leave. Tracks hours associated with Military leave and answers employee questions.
25%	Supervision of administrative staff for work performed related to HR to include payroll reports, probationary notifications, and personnel files. Assist with the intake of employee relations issues and refer to appropriate party. Analyze data and prepare reports and/or historical data for projects requested by supervisors/managers. Work to maintain data integrity in systems by running queries and analyzing data.

Competencies Required:	
Human Collaboration Skills:	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Reading:	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math:	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Skilled in a Technical Field:	Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in business administration, human resources, or a related field.

Experience: Three years full-time experience in human resources or related field.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established departmental policy.	
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Supervision Exercised: Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title has no budgetary responsibility.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, specialized performance evaluation software, and specialized HRIS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2015