



Human Resources Generalist

Human Resources

HR/2

JOB SUMMARY

This position is responsible for providing generalized support for the city's human resource functions.

MAJOR DUTIES

- Administers workers' compensation, ADA, FMLA, military leave, disability, and return-to-work functions; ensures compliance with state and federal regulations.
- Performs benefits administration; serves as liaison between carrier, broker, and employees; communicates with vendors and benefits brokers regarding changes to plans and premium deduction changes; ensures all employees are properly enrolled; assists with enrollment functions.
- Assists with recruitment, hiring, and onboarding processes; oversees the applicant tracking system; coordinates new employee orientation; conducts exit interviews.
- Maintains and updates employee data in all database systems; maintains personnel and payroll data in HRIS and timekeeping system; collaborates with Finance personnel to maintain accurate payroll records.
- Monitors employee leave usage and maintains related records; maintains FMLA records.
- Monitors, maintains, and troubleshoots department software programs and computerized databases.
- Assists in resolving employee relations matters.
- Schedules pre-employment drug screenings; completes background checks.
- Assists with wellness events and related communications.
- Serves as Safety Coordinator for City Hall; provides secretarial support to the Safety Committee.
- Performs position management duties.
- Maintains annual performance appraisal system.
- Completes employment verifications.

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of human resource management principles and practices.
- Knowledge of state and federal employment laws.
- Knowledge of workers' compensation policies and procedures.
- Knowledge of city recruitment and hiring practices.
- Knowledge of city and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of employee benefits administration principles.
- Skill in prioritizing and organizing work.
- Skill in oral and written communication.
- Skill in the provision of customer services.

SUPERVISORY CONTROLS

The Human Resources work in terms of general instructions, completed work for compliance with procedures accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include employment laws, federal and state regulations, benefit plans, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied human resources management duties. Strict regulations and deadlines contribute to the complexity of the position.
- The purpose of this position is to provide the City of Nashville with a Human Resource employee who will be responsible for the human resources functions. To successful performance and ensure the efficiency and effectiveness of those functions.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, benefits providers, claims adjusters, job applicants, and the general public.

- Contacts are typically to give or exchange information, resolve inquiries, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.

APPROVAL SIGNATURES:

Employee

Date

Supervisor

Date

Department Head

Date