

## **Human Resources Generalist**

The Human Resources Generalist is responsible for providing generalized support for the city's human resource functions. The candidate must possess knowledge of the following: human resource management principles and practices, state and federal employment laws, workers' compensation policies and procedures, city recruitment and hiring practices, city and departmental policies and procedures, computers and job-related software programs, employee benefits administration principles, skill in prioritizing and organizing work, skill in oral and written communication, and skill in provision of customer services.

Major duties of the Human Resources Generalist include the following: administers workers' compensation, ADA, FMLA, military leave, disability, and return-to-work functions and ensures compliance with state and federal regulations; performs benefits administration activities; assists with recruitment, hiring, and onboarding processes; maintains and updates employee data in all database systems; monitors/maintains employee leave and FMLA records; monitors/maintains/troubleshoots department software and computerized databases; assists in resolving employee relations matters; schedules pre-employment drug screenings and completes background checks; assists with wellness events and related communications; serves as Safety Coordinator for City Hall; performs position management duties; maintains annual performance appraisal system; completes employment verifications; performs related duties.

Minimum qualifications for Human Resources Generalist include: knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field. Also, 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.