

CITY OF WALLER JOB DESCRIPTION

Job Title: HR Generalist

Non- Exempt

Reports To: City Secretary/HR

Department: Administration

Date: October 2023

JOB SUMMARY

Under the direction of the City Secretary, the HR Generalist will work closely with the City Secretary/ HR with the onboarding of newly hired employees.

This position carries out responsibilities in the following functional areas: Coordinates insurance enrollments and communicates with service providers concerning routine administration of programs. benefits administration, employee engagement, onboarding, policy implementation, and employment law compliance. Coordinate hiring process, preparing, and posting vacant positions; conducting new employee orientation; acts as a liaison regarding employment procedures; provides guidance to supervisors regarding hiring practices.

Provides administrative support to City Secretary/ HR; assists with pre-employment and advises employees on application and interpretation of personnel policies, practices, and procedures.

Ensures accuracy of organizational staffing, to include assisting with job descriptions, employee classifications, reclassifications, and new position requests.

Makes recommendations of HR policies and procedures.

Ensures compliance with federal, state, and local laws and regulations, to include FMLA, FLSA, HIPAA, and makes recommendations for changes to City policy and contractual agreements to ensure compliance.

Develops and maintains positive and effective working relationships with City directors, managers, and staff.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what an HR Generalist may be asked to perform; other duties may be assigned:

- Knowledge of current policies and handbook information.
- Knowledge of employee compensation and benefits.
- Ability to maintain confidentiality of sensitive information.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with applicants, employees, City officials and the public.
- Ability to understand and follow instructions.
- Ability to carry out assigned project to completion in a timely manner.
- Performs all other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE

- Graduation from an accredited four-year college or university with a degree in Human Resources, or closely related field; and/ or
- Three (3) years' experience performing human resources duties such as employment classification, compensation, and benefits, recruitment, selection, employee relations and training in a human resource environment; or
- Any equivalent combination of education and relevant experience.
- Must have excellent grammar, writing, communication and organizational skills.

SKILLS AND ABILITIES

- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player," industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.) and Internet search tools.
- Ability to perform data entry and inquiry functions at an acceptable level of accuracy and speed.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.

LANGUAGE SKILLS

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.

MATHEMATICAL SKILLS

- Ability to calculate basic mathematical calculations without aid of a calculator.

REASONING ABILITY

- Ability to maintain confidentiality of HR information and sensitive information.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.
- Ability to plan work and establish priorities.
- Ability to define problems and deal with a variety of situations.

Physical Environment

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.
- This job is performed in an office environment.

Work Environment

The work environment may include some or all the following:

- Repetitive activities.
- High volume workdays.
- Noise distractions (telephone calls, equipment, conversations with customers, etc).