

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES GENERALIST (Job Code 516).

GENERAL STATEMENT OF JOB

The purpose of this classification is to coordinate various Human Resources functions, which may involve recruitment and selection, processing of new hires, processing of employee actions and status changes, research, policies/code changes, benefits administration, job descriptions, training/education, career development, awards/recognition programs, or other activities.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Interprets, explains, and applies all applicable federal, state, and local laws, codes, rules, regulations, policies, procedures, and standards; initiates any actions necessary to correct deviations or violations.

Provides information and assistance to employees, supervisors, managers, directors, or other individuals regarding employee issues, benefits, policies, procedures, timeframes, forms, or other issues; responds to routine questions or complaints; initiates problem resolution.

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures.

Coordinates activities involving employee recruitment and selection; reviews position requirements and determines essential position functions; maintains tracking log for budgetary purposes of position advertised, department, and cost of advertisement; reviews applications for minimum qualifications; conducts/participates in panel interviews; assists in developing interview questions; ensures completion of required forms; determines test skills set; assembles and coordinate test/interview scores and determines top candidates; participates in selection decision process; ensures all guidelines have been followed with regard to Veterans' Preference, Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Department of Immigration & Natural Services (INS) requirements.

Coordinates activities involving status changes; ensures promotions/demotions are in compliance with policies/procedures; verifies salary changes and ensures inclusion of correct information.

Conducts research and provides policy development/implementation, including writing/editing departmental or City policy, or City code.

Assists with activities involving employee training/education; surveys department directors concerning desired and mandatory training needs; develops annual training goals; creates and coordinates training

tracts related to career counseling; serves as City's liaison with various educational institutions; researches potential training topics and facilitators; contracts with instructors and coordinates training subject, place, and time; communicates training/education opportunities to employees; reviews invoices for training expenses and processes for payment; compiles information for budgetary purposes.

Provides career development counseling to aid in employee retention; meets with City employees to determine career path goals; researches training options to encourage career path development; works with department directors to establish policies and procedures beneficial to both employee and employer.

Coordinates activities involving out-processing and termination of employment; schedules and coordinates meetings with departing employees; advises departing employees of benefit termination dates and payout of any vacation/sick time balances; provides information regarding continuation of benefits, eligibility for benefits, and premium amounts; verifies return of any City-issued property; advises COBRA administrator to initiate COBRA notification letters; notifies Information Technology Department of departure dates to terminate computer access.

Conducts research for special projects as assigned.

Conducts and responds to salary and benefits surveys.

Assists with administration of employee benefit plans for medical, dental, life, long term disability, vision, supplemental insurance, or other insurance coverage.

May assist employees with insurance coverage and claims issues; resolves difficult coverage issues and claims issues with employee and carrier; contacts provider for resolution of coverage/claim issues; works with agent to clarify contractual coverage issues or to rectify special claim issues.

Prepares or completes various forms, reports, correspondence, employee action forms, job postings, advertisements, testing selections, offer letters, records requests, agendas, travel reports, check requests, purchase orders, budget documents, newsletters, charts, or other documents.

Receives various forms, reports, correspondence, job applications, resumes, employee action forms, salary surveys, FMLA reports, budget reports, invoices, professional publications, codes, policies, procedures, laws, handbooks, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, personnel management, testing, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Maintains file system of employee personnel files and other departmental records; prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files.

Communicates with Human Resources Director, City officials, employees, other departments, managers, supervisors, applicants, medical providers, the public, state/federal agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Maintains confidentiality of departmental issues and documentation.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Human Resources Management, Business Administration, Public Administration, or closely related field; supplemented by minimum of three (3) years' previous experience and/or training that includes human resources administration, recruitment, employee relations, and benefits administration. IPMA-CP or IPMA-SCP certification is preferred. Must be skilled in the use of the Microsoft Office suite.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge and understanding of the principles and practices of human resources administration.

Knowledge and understanding of the organizational, functional and financial challenges of administering a municipal human resources program.

Knowledge and understanding of insurance and personnel issues as they relate to federal and state regulatory compliance.

Knowledge of long range planning principles and methods.

Skilled in both written and oral communications for effective expression and clarity in task assignment.

Ability to assess municipal programs and proposed policies in terms of their financial and administrative implications.

Ability to present findings effectively in complex, oral or written reports.

Ability to establish and maintain effective working relationships with other employees, City officials, federal and state regulatory agencies, and various safety and medical committees established by the City.

Ability to professionally represent the City to members of the public and private individuals expressing concern in any area of human resources administration.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date