



Job Title: Human Resources Generalist
Department: Human Resources
Direct Supervisor: Human Resources Manager
Salary: \$41,756.00 - \$58,448.00 Annually

General Purpose

Under the supervision of the Human Resources Manager, the Human Resources Generalist performs a variety of human resources, payroll and general clerical tasks in support of the Department of Human Resources. This position assists with the City's human resources operations including recruitment, selection and performance evaluation, benefits administration; employee communications, record keeping, and other HR duties.

Essential Duties

- Bi-Weekly processes payroll and related transactions in compliance with all applicable Federal and State, regulations and ordinances; maintains information system database; enters data into computer systems accurately and in a timely manner, validates data and compiles documentation.
- Reviews edit reports, makes corrections, balances entries, prepares direct deposit and generates summary reports. Generates payroll reports for governmental agencies, reviews and makes changes to employee information for tax deductions and benefit deduction, wage assignments, federal and state levies, and child support garnishments.
- Must be able to identify and resolve payroll problems before payroll is issued.
- Receives employee payroll questions and complaints regarding payments and deductions, researching payroll files and records; explains payroll procedures and policies; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor for resolution
- Generates various special and recurring data utilizing NewWorld ERP software which compiles hours worked and updates & revises leave balances according to information provided by departments; traces transactions through various steps and processes to locate discrepancies; notifies department directors of errors and incorporates corrections ensuring that all figures balance; assures that all deductions for Lagers, Federal tax, State tax, FICA, Medicare tax, workers compensation, deferred compensation plans, and other deductions are made and submitted to appropriate agencies in a timely manner
- Performs a wide variety of clerical, administrative and office support duties in support of the City's human resources and payroll functions and systems.
- Maintains confidential correspondence including applications, test results, personnel files and related information.
- Assists with employee open enrollment activities.

Essential Duties (continued)

- Setup COBRA and retiree insurance premium payments. Composes and prepares various correspondences.
- Maintains automated and manual files and records such as employee files, applicant information medical files, background files, worker's compensation files and employee leave forms.
- Provides assistance and information to applicants, City employees and the general public.
- Processes and maintains employment application information, provides support to various departments in coordinating interviews prepares and distributes notifications to candidates during and after the selection process.
- Daily enters data into computer systems accurately and in a timely manner, and maintains Human Resources information system database; assesses and validates data, compiles documentation, assists in enrolling employees into the benefit programs, completing all forms, entering them in the Human Resources Information System and the providers systems.
- Assists in the recruitment process by preparing and processing job postings, reviewing employment applications for completeness and processing newly-hired employees, create electronic files, coordinates orientation schedules, answers questions, and helps with completing all necessary forms, examinations and tests; reviews documentation for accuracy, completeness and conformance with established regulations and procedures.
- Demonstrates a thorough knowledge of City and departmental policies and procedures.
- Establishes and maintains effective working relationships with supervisors, co-workers, other agencies and the general public.
- Performs duties in a manner that displays initiative; excellent organizational, problem solving and independent thinking skills.
- Must be flexible and efficient in time management and ability to prioritize workload and meet deadlines.
- Maintains confidentiality of information.
- Notify Human Resources Director of any real or perceived problems related to Human Resources or payroll matters.
- Other duties as assigned.

Education, Experience & Training for Performing Essential Functions

High school diploma/GED required, Associate's Degree preferred or an equivalent combination of experience and training with a minimum of two years' experience in position with payroll and or accounting responsibilities. Knowledge of current and evolving Human Resources federal and state laws and regulations in required. Must be experienced with Microsoft Office applications and possess excellent organizational, multi-tasking, and communication skills.

Education, Experience & Training for Performing Essential Functions (continued)

Requires a thorough knowledge of office equipment and procedures; a comprehensive knowledge of the principals of office procedures; ability to establish and maintain complex record systems and operate personal computer using desktop applications and department specific software and apply current office technology resources. Must have the ability to work independently, multi-task, prioritize and assist with the administration and coordination of general office activities. Must be able to use the English language effectively, exercise independent judgement in making decisions in accordance with established policies and procedures, and communicate effectively with the public, governmental officials and City personnel at all levels in a confidential manner.

Work Environment and Physical Demands

Work is normally performed in a general inside office environment with appropriate heating and cooling and is not subject to significant occupation or environment hazards other than those normally associated with general public contact.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made. Employee must be able to sit, walk, talk and hear within normal limits with or without corrective assistance. The employee must regularly lift/move up to 10 pounds and occasionally lift/move up to 25 pounds. Employee must be able to sustain the manual dexterity to operate standard office equipment.

Equal Opportunity Employer

A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.