



## HUMAN RESOURCES GENERALIST

**DEPARTMENT:** Human Resources  
**DIVISION:** Official / Administrator  
**SUPERVISOR:** Human Resource/Civil Service Director  
**FLSA STATUS CODE:** Non-Exempt  
**POSITIONS SUPERVISED:** None

### JOB SUMMARY:

Under the direction of the Human Resources/Civil Service Director, this position is responsible for assisting in the daily administration of a full range of Human Resources functions, including onboarding, employee group benefits, support in the areas of selection & hiring, policy interpretation, performance management, and progressive discipline, and other HR programs. The position is also responsible for working closely with the Director in coordinating all Civil Service related documents, forms, meeting agendas, planning and executing entrance and promotional exams, and other duties relative to compliance with Chapter 143 rules and regulations.

Effective communication skills are a necessity. The duties of this position require the exercise of judgment, initiative, discretion, confidentiality, and familiarity with general Human Resources practices and applicable legislative governing bodies.

### ESSENTIAL JOB FUNCTIONS:

With guidance and support from the HR Director, serve as the primary contact point for all HR questions, issues, and projects for assigned customer departments. Duties include but are not limited to the following:

- Coordinates onboarding process of new employees and new hire orientation.
- Assist with recruiting needs such as job postings, reviewing employment candidates, and coordinating interviews.
- Assist in preparing and processing pre-employment documentation, including employment applications, and preparing and sending correspondence to applicants in accordance with recruiting processes and procedures.
- Participate in employee orientation and onboarding sessions.
- Assist employees with medical, dental, vision, life, and other related benefit information.
- Assist in the training and development of City employees as needed.
- Assist in coordinating special events as needed.
- Provide time and attendance and payroll guidance as needed.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

- File Worker's Compensation claims and follow-up.
- Assisting employees with separation process (Final Pay, TMRS, etc.)
- Work closely with Payroll to ensure accurate benefit deductions and record keeping.
- Prepare and coordinate meetings to help employees obtain information and understand benefits and other related programs, including annual open enrollment.
- Assist HR Director in completing benefits reporting requirements.
- Assist HR Director in updating COLA's.
- Ensure distribution of employee notices.
- Reconcile benefit invoices for accuracy.
- Maintain accurate and organized filing systems, including completing quality control checks and audits to ensure the accuracy of filing systems and records.
- Maintain HR Information System records and files.
- Compile data and prepare reports when needed.
- Monitor Human Resource programs and processes to ensure compliance with federal and state employment-related regulations.
- Maintain Civil Service records.
- Coordinate Civil Service exam documentation, ordering tests, preparing pre-test documents, and assisting with all necessary testing, postings, and post-test results.
- Assists the Civil Service Director in monitoring Chapter 143-related legislation and record changes relative to the City's ordinances.
- Organizes and maintains files relative to Meet and Confer agreement and other records.
- Perform other duties and special projects as assigned by management.

## **QUALIFICATIONS**

- Working knowledge of Human Resources-specific systems.
- Working knowledge of Human Resources principles, procedures, and best practices.
- Communicate clearly and concisely, both orally and in writing.
- Work cooperatively with other departments, City officials, and outside agencies.
- Interpret and apply administrative and departmental policies and rules.
- Work independently in the absence of supervision.
- Compile and maintain complex and extensive records and prepare reports.
- Working knowledge of modern records management techniques.
- Ability to establish and maintain positive working relationships with employees, supervisors, other departments, officials, and the public.
- Ability to exercise independent judgment when making decisions.
- Ability to maintain confidentiality.
- Experience with Microsoft Office products, Personnel Filing, ten-key calculator, phone, copy machine, fax machine.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

- Ability to work under pressure and meet timelines.
- Ability to prepare clear, concise, and complete reports, correspondence, and other written materials.
- Strong interpersonal and organizational skills.

**TRAINING AND EXPERIENCE**

Two (2) years of experience in a Human Resources role and/or an Associate’s degree in an applicable field.

Municipal Human Resources experience is strongly desired.

Bi-Lingual preferred.

**SPECIAL REQUIREMENTS**

- Valid State driver’s license

**PHYSICAL REQUIREMENTS:**

For indefinite periods of time - mobility within an office; exposure to constant noise; writing; walking; typing; stooping; standing; sorting; squatting; sitting; seeing; pushing, pulling, lifting and carrying up to 20 pounds; filing; reading; decision making; reaching above shoulder level; using both hands for simple and firm grasping; communicating clearly and effectively, in person, and by telephone; finger manipulation; operation of a personal computer, printer, calculator, copier, and various other office machines.

The City of Forest Hill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Forest Hill will provide reasonable accommodations to qualified individuals with disabilities.

Written/Modified By:

\_\_\_\_\_   
Angela Locuste, Human Resources/Civil Service Director

Date: \_\_\_\_\_

Approved By:

\_\_\_\_\_   
Venus M. Wehle, PCED, City Manager

Date: \_\_\_\_\_

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.