

HUMAN RESOURCES GENERALIST

Position Code: 2341

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 355

Location: Human Resources

Approval Date: 2019

General Statement of Duties

Performs responsible administrative and professional work in all areas of the human resources department including recruitment and selection, employee relations, compensation, employee benefits, special programs, and volunteer coordination.

Distinguishing Features of the Class

An employee in this class assists with administering a wide range of personnel functions. Work requires the incumbent to exercise judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is necessary. As experience accrues, the incumbent performs with increasing independence. Most contacts are with Town employees, applicants, vendors, and the public in the gathering and transmittal of factual information. Work is performed under regular supervision of the Deputy Human Resources Director and is reviewed for adherence to laws and procedures, customer service, accuracy and for overall results. Work is to be performed under strict confidentiality.

Duties and Responsibilities

Provides assistance to departments in recruitment; writes advertisements and determines most effective means to advertise; screens and refers appropriate applicants to departments as requested; consults with the hiring department to ensure compliance with employment laws and policies; may serve as resource during interview process.

Designs and maintains Human Resource web pages to include posting updated job descriptions, benefits information, employment resources and ensures current job openings are posted and removed in a timely manner following the closing date.

Conducts retention interviews for new employees and exit interviews for those leaving employment.

Answers questions, solves problems in response to employee inquiries of related programs;

Coordinates all aspects of volunteer program, including recruitment, selection, placement and recognition.

Works with managers and employees to resolve basic workplace conflict and provides routine coaching and guidance to managers on employee relations matters.

Coordinates the Town's Wellness program and activities.

Coordinates departmental contracting process.

Participates in and coordinates new employee orientation.

Assists employees with FMLA paperwork.

Completes verification of employment for current and past employees.

Handles special projects in support of the Department including policy revision, position classification and pay, regulatory compliance, problem solving, employment activities, employee benefits, professional development, etc.

Performs other related duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of hiring practices and policies.

General knowledge of federal and local EEO laws and general personnel policies and practices.

General knowledge of an effective recruitment program.

General knowledge of basic principles of effective employee relations.

General knowledge of research and promotional techniques.

Ability to conduct and advise on effective hiring interviews.

Ability to communicate effectively with a diverse range of educational backgrounds

Ability to produce organized and effective written documentation.

Ability to work under pressure by handling multiple tasks and deadlines simultaneously.

Ability to establish and maintain effective working relationships with employees, vendors, and other resources.

Ability to work independently with minimal supervision.

Ability to organize work and assist in the communication of various human resources programs and policies.

Ability to maintain the confidentiality of employee information.

Ability to use judgment to apply selected policies and procedures maintaining and processing personnel transactions.

Ability to communicate effectively in person and by telephone.

Ability to gather and give basic information and instructions on departmental programs based on inquiries.

Ability to arrange and place records, reports and files into a proper sequence.

Physical Requirements

Must be able to physically perform the basic life operational support functions of standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, proof read materials, and do extensive reading.

Minimum Education and Experience

A Bachelor's degree in human resources and three to five years of human resources experience, preferably in the public sector; or an equivalent combination of education and experience.