

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: HUMAN RESOURCES GENERALIST
DEPARTMENT: HUMAN RESOURCES
**REPORTS TO: HUMAN RESOURCES AND LABOR
RELATIONS DIRECTOR**

JOB CODE: 1325
DATE: 07/11

JOB SUMMARY:

Performs work involving highly complex analytical, clerical, and record keeping procedures; interprets administrative decisions and policies; provides administrative support to staff involved in the Employment, Benefits, Training, Safety, Classification and Compensation, and Employee/Labor Relations units of the Human Resources department; assists customers with human resource-related questions. Assists in coordination and administration of Wellness program. Works independently and utilizes judgment to interpret policy; consultation occurs with unusual matters.

ESSENTIAL JOB FUNCTIONS:

Interacts with department representatives and other staff regarding human resources and payroll policies and transactions; serves as resource person on employment, compensation, and benefits and gives requested information from appropriate human resources policies and procedures in response to department representatives, employees, or official inquiries.

Assists in the development and maintenance of various Human Resource Information Systems, including human resources, training, benefits, retiree, and Wellflex databases and the online recruitment tracking system.

Creates, maintains, and updates history of all city employees in a database as well as maintaining confidential hard copy files with an assurance that files are accurate and compliant with established procedures.

Assists in coordination and administration of Wellness program

Processes personnel actions; verifies accuracy and completeness of forms; enters information to the personnel database.

Coordinates recruitment activities such as posting and removal of postings; schedules for recruitment; prepares and sends advertising; receives and processes applications; compiles and maintains a database of EEO information; prepares manuals used in interviews; prepares registers for Police and Fire Department recruitments. Develops relationships with employment agencies, universities and other recruitment sources.

Prepares and maintains salary and wage schedules and job evaluation systems including comparative skill analysis to resolve problems in the areas of classification, recruitment, and examinations. Completes wage surveys as requested.

Prepares and processes department payroll.

Processes across-the-board and cost-of-living wage increases; updates wage schedules as necessary.

Tracks due dates for performance evaluations, mid-point of probation and end of probation documentation, and contractual increments; sends reminders to departments on a monthly basis.

Develops and conducts monthly employee orientation sessions to include benefit plan education.

Assists with maintaining enrollment in the Beneflex Plan database and making appropriate revisions, such as processing point sheets and confirmation notices for new employees.

Assists in administration of benefits and serves as liaison between department and insurance carriers.

Assists with "remitting agent" responsibilities, such as processing new employee enrollments, life status changes, and terminated or retired employees; aids employees with insurance changes.

Assists with annual employee benefits enrollment; assists employees with questions; ensures that forms are completed properly.

Assists with maintaining database of retirees and sending notifications of insurance changes.

Maintains, tests, and troubleshoots the online recruitment tracking database; trains other department staff on the use of the online recruitment system; assists members of the general public with the online application.

Computes and maintains statistical information; prepares reports, spreadsheets, and graphs pertaining to turnover, age of workforce, and other human resource information.

Assists in the development and maintenance of the departmental Web site.

Prepares federal Equal Employment Opportunity reports.

Researches information and prepares responses to salary surveys conducted by external organizations.

Composes and sends routine correspondence.

Responds to requests for verification of employment.

Prepares and processes purchase requisitions, field purchase orders, and payment vouchers.

Performs other related duties as required.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Copier

Personal Computer
Fax Machine

Adding Machine
Multi-line Telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree and 5-7 years of human resource related experience; or any combination of education, training and experience that provides the knowledge, skills and abilities required for the job

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable laws, rules, and policies related to Human Resources administration.

City government departments and operations.

Computers and software necessary to manage a complex personnel database.

General office practices and procedures.

Basic mathematical and statistical computations, such as addition, subtraction, and percentages.

Skill in:

Using computers to create and manage files, records, spreadsheets, and databases and to enter and retrieve information.

Communicating clearly and effectively, both orally and in writing.

Applying appropriate policies to payroll and human resource transactions.

Organizing work activities to accomplish objectives.

Performing basic mathematical and statistical computations.

Compiling data into readable and understandable report format.

Typing at a minimum rate of 60 WPM.

Mental and Physical Abilities to:

Use independent judgement as necessary to ensure the accurate and efficient completion of department work.

Establish and maintain effective working relationships with staff.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Working Conditions:

Work is performed in an office.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.