

Council Member \_\_\_\_\_ introduced the following Resolution, which was seconded by Council Member \_\_\_\_\_.



**RESOLUTION 032524**

**SUMMARY: A RESOLUTION CREATING NEW POSITION WITHIN THE CLASSIFICATION PLAN FOR THE ALABASTER HUMAN RESOURCES DEPARTMENT:  
HUMAN RESOURCES GENERALIST**

**WHEREAS**, pursuant to the Civil Service Act for the City of Alabaster, Alabama requires the council to adopt any job classifications and job descriptions, and

**WHEREAS**, the council approves the position of HR Generalist within the Classification Plan for the Alabaster Human Resources Department - Grade 22, and

**WHEREAS**, the job description title of Payroll/Benefits Coordinator is changed to HR Generalist and the current HR Clerk is hereby promoted to the HR Generalist position.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Alabaster, Alabama that the job descriptions for Human Resources Generalist be approved as attached in Exhibit A.

**PASSED, ADOPTED, AND APPROVED THIS 25TH DAY OF MARCH 2024.**

ATTEST:

CITY OF ALABASTER

\_\_\_\_\_  
J. Mark Frey, City Clerk

\_\_\_\_\_  
Sophie Martin, Council President

APPROVED:

\_\_\_\_\_  
Scott Brakefield, Mayor

Resolution: 032524

**Job Title:** Human Resources Generalist(s)

**Department/Division:** Human Resources

**Reports To:** Human Resources Director

**Direct Reports:** None

**Salary Class/Salary Grade:** Classified/Grade 22

**Employment Status/FLSA:** Full-time Regular/Non-Exempt

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**GENERAL DESCRIPTION:**

The Human Resource Generalist(s) will conduct the daily functions of the Human Resource (HR) department under the direction of the HR Director to include hiring and interviewing staff, administering pay, benefits, leave management, risk management and enforcing company policies and practices.

**ESSENTIAL JOB DUTIES:**

***Benefits:***

- Orientation with new employees for benefit administration to include employee navigator maintenance.
- Process and setup all new hire and maintenance of existing employees for benefit enrollments with LGHIB, Retirement, RSA-1, 457-B, voluntary benefits providers.
- Update and communication of any benefit changes to policy and or rates to payroll, employees and vendors.
- ACA reporting for insurance administration
- Assist employees with retirement applications and processing with RSA.
- Management of retiree insurance deductions and changes for contributions with retiree and finance department.
- Balance RSA retirement checklist annually to ensure service credit has been applied in conjunction with the payroll generalist.
- Manage vacation, sick and personal day accrual leave management.
- Coordination of wellness screenings and medication impairment forms.
- Research employee benefits plans and vendors to identify those that present the best value.
- Serve as primary contact for plan vendors and third-party administrators.
- Document and maintain administrative procedures for assigned benefits processes.
- Ensure compliance with applicable government regulations. Ensure timeliness and accuracy of required reporting and fees.
- Coordinate daily benefits processing. Handle enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, distributions, loans, hardships and compliance testing.
- Oversee maintenance of employee benefits files, maintain group benefits database and update employee payroll records both electronic and hard copy files.
- Gather employee data and oversee the processing of monthly billings.
- Provide customer service support to internal and external customers. Develop communication tools to enhance understanding of the company's benefits package.

- Design and distribute materials for benefits orientations, open enrollment and summary plan descriptions.

#### **Payroll Functions:**

- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends updates to payroll processing software, systems, and procedures.
- Performs other duties as assigned.
- Creates and maintains copies both electronically and hard copies of offer letters for new hires, promotional and terminations.
- Creates and maintains copies of both electronic and hard copies of personnel action forms.
- Maintains master spreadsheet for employee listing, position, rate of pay information.
- I-9 process management – new hire and on-going employee documents.
- Management of Alabama new hire reporting requirement.
- Track and maintain all employees merit increases and update spreadsheet for annual, 1-year probation employees.
- Process owner and maintenance of time system (Attendance on Demand) to ensure employee is listed and accuracy of time records for payroll.
- Tracking of ACA for health insurance via payroll system
- Process longevity payroll annually
- W2 & 1095C management
- Update retirement rates each October in payroll
- RSA overtime limit tracking
- Process EEO-4 report every other year
- Verification of employment request
- Review snap annual performance management

#### **All Generalist:**

- Maintains high standards of confidentiality of all employee records and information.
- Maintains knowledge and technical proficiency in applicable personnel laws, regulations, and policies.
- Attends meetings, seminars, and training sessions to remain knowledgeable of City and departmental operations and to promote improved job performance and communications; reads professional literature and maintains professional affiliations.
- Recommends policies and procedures that guide and support the provision of quality services by the Department.
- Assist with employee functions and or recruiting events as needed.
- Cross function training in all areas for continuation of services as needed.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles and practices of human resources, benefit, and payroll administration
- Knowledge of federal state and local laws and regulations related to payroll and human resources, including EEO, FLSA, COBRA, Workman's Compensation, ADA, FMLA, and Internal Revenue Code.
- Knowledge of City of Alabaster rules, policies, and procedures
- Ability to communicate clearly and effectively, both in orally and in writing
- Ability to maintain composure in stressful situations
- Ability to make decisions in accordance with policies
- Ability to make moderately complex mathematical calculations
- Excellent organizational skills and ability to prioritize multiple tasks and demands
- Ability to compile data, prepare reports, analyze reports and data, and formulate recommendations
- Ability to use computers in compiling and analyzing data, preparing reports and correspondence
- Ability to effectively initiate and manage work projects
- Ability to quickly learn and put to use new skills and knowledge brought about by changes in technology, law, and human resources management.
- Ability to exercise tact and discretion in handling confidential human resources matters
- Ability to exercise sound judgment in analyzing situations and identifying potential problems and making appropriate recommendations
- Ability to maintain confidential information and records
- Ability to work independently and as part of a team
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public

### **MINIMUM QUALIFICATIONS:**

High school diploma or GED with college coursework in human resources management, business administration, or a closely related field with 3 years of experience in human resources, benefits, or payroll administration is required. Bachelor's degree is preferred. AAPPA or SHRM certification strongly desired.

### **ESSENTIAL PHYSICAL REQUIREMENTS:**

**The physical activities required for this position involve:**

Frequent sitting, using hand and fingers, talking, and hearing. Occasional standing, walking, reaching with hands and arms.

**This position requires lifting:**

Up to 25 pounds occasionally.

**This position has the following special vision requirements:**

Ability to read information both in print and electronically.

### **ENVIRONMENTAL WORKING CONDITIONS:**

**The following physical conditions and hazards may be encountered while working in this position:**

None.