

Human Resources Generalist – Part Time

(Hours to be set as needed between 20 to 30 hours per week)

FLSA Classification

Part-time, non-exempt

Reports to

Town Manager

Date

Written: October 2024

Revised: Not Applicable

Job Description

Job Summary/Objective

The Human Resources Generalist is responsible for developing and implementing human resource policies & procedures, HR programs, and services, including but not limited to talent acquisition (recruiting, screening, hiring, onboarding), compensation and benefits administration, Employee pay period set-up and review, employee relations, training coordination, compliance with all applicable laws and regulations, and any other duties as designated by the Director Supervisor of the position. The HR Manager works closely with the Town Manager and other department heads to ensure HR strategies align with the Town's mission and goals.

Essential Functions of the Job

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Must effectively carry out the essential duties and responsibilities of this position in a manner that consistently demonstrates the Town of Appomattox's mission and core values in a positive manner.

1. Policy Review and Implementation:

- Review, implement, and manage HR policies and procedures to ensure they remain updated and pertinent to Town operations & employee needs.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Advise town manager and departmental leadership on HR-related policy changes and updates.

2. Talent Acquisition and Retention:

- Oversee recruitment processes (advertising, posting, initial screening, etc.) and work with hiring managers to attract, interview and select the most qualified candidates to fill vacancies and retain employees once hired.
- Work with managers to implement strategies for employee training and succession planning.
- Coordinate orientation, onboarding and employee set up programs for new employees.

3. Compensation and Benefits:

- Facilitate with the Town Manager and outsource resources to manage competitive compensation and benefits programs.
- Coordinate with the Town manager and outsource resources to conduct regular salary surveys and make recommendations for salary adjustments.
- Administer employee pay deductions set-up, benefits program enrollments and changes, including health insurance selection and termination, retirement plans signup and service credit request, and any other benefits enrollments or terminations offered by the Town.

4. Employee Relations:

- Serve as a point of contact for employee concerns and issues.
- Work with the Town Manager to coordinate and conduct investigations and resolve employee complaints and grievances.
- Promote a positive work environment and culture through effective communication, training and professional development coordination, employee recognition activities and assist employees and management with conflict resolution.

5. Performance Management:

- Facilitate and oversee performance appraisal systems.
- Track the timely completion of performance reviews with managers.
- Provide guidance to managers on performance issues and professional development resources.
- Assist in identifying & facilitating training and development programs to enhance employee skills and performance.
- Facilitate annual performance management review for all employees and work with managers to address employee performance improvement plans (as needed).

6. Compliance and Recordkeeping:

- Maintain accurate and up-to-date employee records.
- Ensure compliance with all HR-related legal requirements, including EEO, FMLA, ADA, and others.
- Prepare and submit required reports to regulatory agencies (as needed).

7. Strategic HR Planning:

- Collaborate with town manager and departmental leadership to align HR strategies with organizational goals.
- Provide insights and input to requesting managers on recommendations of workforce planning, staffing needs, and recommended headcount additions, changes, or reductions as needed for budgetary purposes.
- Work with the Town Manager to maintain and communicate an up-to-date organizational chart to employees.
- Monitor and analyze HR metrics to identify trends and areas for improvement.
- Track Employee Turnover, compile exit interview feedback and work with leadership to establish staffing plans to retain high performing employees

8. Budget Management:

- Monitor and manage the HR-allocated budget.
- Ensure efficient utilization of resources to achieve departmental goals.

9. Training and Development:

- Identify training needs and coordinate training programs for employees.
- Promote continuous learning and development opportunities.

10. HR Technology:

- Oversee the implementation and maintenance of HR information systems.
- Utilize HR technology to streamline processes, improve efficiency, and look for opportunities for employee self-service capabilities.

11. Senior Management Team:

- Provide information and input to the Town Manager as requested on HR-related Matters
- Coordinate HR activities with other Town departments to ensure a consistent approach toward common projects and interests.

Performance Requirements (Knowledge, Skills, and Abilities)

Knowledge of:

- Professional knowledge of federal, state, and local employment laws and regulations.
- Understanding of human resources principles, practices, and procedures.
- Knowledge of compensation and benefits administration.
- Familiarity with employee relations and conflict resolution techniques.
- Understanding recruitment, hiring, and employee retention strategies.
- Knowledge of performance management and appraisal systems.
- Awareness of HR-related technology and information systems.
- Understanding of budget management and financial principles in HR.
- Develop a strong working knowledge of the Virginia Retirement System requirements, Worker's Compensation Claims management processes, Payroll set-up and benefits management

Skills in:

- Strong facilitation, monitoring, and management skills.
- Excellent verbal and written communication skills.
- Effective interpersonal and relationship-building skills.
- Proficiency in technology and other HR-related software.
- Strong attention to detail, analytical, and problem-solving skills.
- Effective conflict resolution and negotiation skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational and time management skills.
- Ability to analyze and implement salary surveys.
- Skilled in identifying and scheduling town-required training programs.

Ability to:

- Ability to implement and manage HR policies (handbook) and procedures.
- Ability to ensure compliance with employment laws and regulations.
- Ability to handle sensitive and confidential information with discretion.
- Ability to multitask and prioritize effectively in a fast-paced environment.
- Ability to work collaboratively with town leadership and staff.
- Ability to analyze HR metrics and make data-driven recommendations.
- Ability to implement strategic HR initiatives aligned with organizational goals as identified by the Town Manager.
- Ability to facilitate and manage recruitment and selection processes efficiently.
- Ability to administer compensation and benefits programs.
- Ability to foster a positive and inclusive work environment.

Supervisory Responsibilities

Reports to the Town Manager. There are no direct reports to this position. This position works independently with general guidance from the Town Manager to ensure the coordination of objectives and priorities of the Mayor and Council. This position also works with outside consultants to facilitate HR-related contracted projects, gathering information requested by consultants, and collaborates with Town Staff as needed to assist the contracted consultants in producing a high-quality work product that meets the needs of the Town. Work is performed according to Town policies, procedures, municipal code, and various State and federal regulations.

Work Environment

The work characteristics described here are representative of those encountered by an employee while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work is primarily performed in an office setting subject to frequent interruptions with extensive work on a computer workstation. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to work additional hours at specific times of the year around year-end close, benefit plan renewals, and required attendance at a Town Council or Committee meeting to address a specific agenda item. Flexibility to work varied work hours or workdays to meet the needs of the Town is required for this position. Requires the ability to respond to emergencies at all hours as requested by the Town Manager. Work could require exposure to and engagement with media outlets.

Physical Demands

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

FINGER DEXTERITY: Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

TALKING: Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.

AVERAGE HEARING: Able to hear average or normal conversations and receive ordinary information.

Physical Demands (continued)

AVERAGE VISUAL ABILITIES: Average, ordinary visual acuity necessary to prepare or inspect documents or products or operate machinery.

PHYSICAL STRENGTH: Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally

Travel Requirements

Local travel expected between the Town of Appomattox worksites; occasional travel state-wide or out-of-state for conferences and training, including overnight stays.

Experience and Training Requirements

- Bachelor's degree in human resources, public administration, business administration or related field, and/or
- Two (2) to Four (4) years of human resources generalist experience
- Preferred qualifications include:
 - Experience with HR-related functions (Payroll, Recruitment & Hiring Onboarding/Orientation, Benefits Administration, Workers Compensation Claims Management, Training & Professional Development Coordination, HR related software systems/programs
 - Experience in public sector HR management a plus.
 - Professional HR certification.

An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

Additional Eligibility Requirements

- Employment contingent upon passing a criminal background check.

Work Authorization/Security Clearance Requirements

- Must be authorized to work in the United States.
- Valid Commonwealth of Virginia driver's license and a good driving record.

Affirmative Action/EEO Statement

The Town of Appomattox is an *equal opportunity employer*. We do not discriminate or allow discrimination on the basis of race, color, religion, gender, sexual orientation, sex (including pregnancy), gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, political beliefs, or any other classification protected by applicable law. This policy applies to all terms and conditions of employment, including but not limited to hiring, promotion, termination, placement, transfer, layoff, recall, compensation, and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Job Description Intent and Purpose

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as employment contracts and do not create employment. The Town of Appomattox maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Signatures

This job description has been approved by:

Manager_____ Date _____

HR_____ Date _____

The employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date _____