



POSITION DESCRIPTION

Class Title: Human Resources Generalist
Department: Administration
Location: City Hall
FLSA Status: Exempt
Updated: August 2025

GENERAL PURPOSE

Perform a variety of duties including human resource and risk management coordination, execute payroll and special projects. The work performed includes the exercise of discretion and independent judgment.

SUPERVISION RECEIVED

Works under supervision of the Finance Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Human Resources:

Maintain all employee files including personnel, medical, worker's compensation, and I-9.

Assist in the development and implementation of employment practices policies. Train and advise management on policies and policy interpretation. Ensures compliance with applicable federal and state employment rules and regulations.

Consult with and advise department managers on employee relations and the discipline process as requested.

Assist the Finance Director in the preparation of confidential HR correspondence such as legal labor communications; in the investigation of complaints on discrimination and harassment; and in the administration of labor contracts, grievances, mediation and arbitration. Prepare confidential correspondence, memorandums and reports.

Assist the Finance Director in the maintenance of the Employee Classification and Compensation Plan including salary survey information and the employee recruitment process.

Serve as a member of the union negotiation team and assist in the preparation and analysis of data for collective bargaining.

Advise on unemployment decisions. Participate in unemployment hearings.

Gathers HR budget information for inclusion in the annual budget.

Prepare specialized reports, compile data, information, and other research pertinent to local government administration.

Receive and process information requiring considerable judgment and discretion from other government units.

Monitor and maintains city security system with the provider.

Recruitment and Selection:

Draft new job descriptions with Department Heads as new positions are added, and update existing job descriptions on a regular basis to ensure they are up-to-date, reflect job requirements and duties accurately, and all legal requirements are met.

Prepare departmental job position posting, prepare advertisements, process applications, if required, track EEOC recruitment information, and track compensation schedules in accordance with City's policies, contracts, and agreements.

Arrange and coordinate with outsourced vendors for employment testing.

Conduct orientation meetings for all new employees.

Benefit Administration:

Process paperwork for all employees relating to wages and benefits.

Consult with staff as needed in understanding employee manual and other employment policies.

Coordinate leave of absence and return to work matters with appropriate management and employees.

Assist on determination of ADA and FMLA.

Administer and coordinate record retention for various employee programs such as FMLA and leave.

Monitor changes to employee benefits, wages, and costs for payroll department.

Conduct employee meetings at the time of separation to review calculated benefit accruals, COBRA, etc. and review all final paperwork.

Payroll:

Executes all aspects of the cities payroll:

Compiles payroll data such as hours worked, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records.

Prepares computer input forms, enters data into computer files, and posts to payroll records.

Reviews wages computed and corrects errors to ensure accuracy of payroll.

Records changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records.

Keeps records of leave pay and nontaxable wages.

Prepares and issues paychecks.

Enters payroll data on ledgers, control sheets, warrants and other accounting records; enters accounts payable expenditures into financial system.

Assists in reconciling general ledger to various payroll reports.

Executes monthly payroll journal entries and bank transfers.

Assist in the preparation of the annual salaries and benefits budget.

Risk Management

Administer the worker's compensation program from initial injury to return to work. Ensure compliance with required posting and notifications.

Coordinates with Department Heads regarding random drug screening for employees who hold a CDL.

Coordinate the employee safety program, including update of policies based on best practices and implementation of training programs to be coordinated with Department Heads.

Responsible for maintaining the property, vehicle, liability, worker compensation, crime, error & omissions insurance information

Coordinate employee committee meetings, objectives, and events.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Maintain strict confidentiality concerning personnel actions, legal actions, terminations, and City organizational plans.

Provide accurate written and verbal communications.

Ability to establish and maintain an effective working relationship with employees, management, elected officials, members of the community, and peers within other municipalities.

Provide advice appropriate to the position to City employees and management.

Attend seminars, workshops, meetings and training sessions related to duties and responsibilities for professional development.

Knowledge of human resources laws, regulations, practices and procedures.

Knowledge of principles, methods, and practices related to payroll activities.

Able to exercise initiative and independent judgment.

Able to maintain confidential information.

Maintain a valid driver's license with the ability to lawfully operate all assigned City vehicles.

Ability to communicate effectively, both verbally and in writing with a wide range of employees, management, elected officials and the community using diplomacy and tact.

Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.

Ability to interpret information in mathematical, written and diagram form, such as statistical reports.

Knowledge of accounting procedures and practices.

Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations.

Ability to think logically and to make decisions.

Compose, input, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Attend various City committee and Council meetings when requested.

Maintain ability to travel throughout the City for meetings and trainings.

Strong working knowledge of computers and electronic data processing, working knowledge of modern office practices, procedures, and programs.

Maintain prompt, predictable, and regular physical attendance.

QUALIFICATIONS

Graduation from a high school or equivalent with specialized work in general office practices such as typing, filing, accounting, or bookkeeping, and

Minimum of two (2) years of Human Resources experience and/or Administrative Assistant experience, including working in an HR/Payroll system.

Preferred, but not required: Associates or Bachelor's degree in Human Resources, Business, Public Administration, or related course work. SHRM or other certification is desirable.

Preferred, but not required: Experience working for a government organization.

A combination of education, administrative, accounting, and human resource experience will be considered.

TOOLS AND EQUIPMENT USED

Personal computer, local area computer network, word processing and spreadsheet software, telephone, copy machine, fax machine, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description for my employment position with the City of Columbus and I certify that I can perform these functions.

Employee Name – Please Print

Employee Signature

Date