

Human Resources Generalist



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Specialized administrative work coordinating various phases of the City-wide/Citywide human resource function. -Responsible for staffing, payroll, benefits, worker's compensation, risk management, COBRA, legal compliance, employee wellness, and employee relations. -This position is instrumental in ensuring the City's regulatory compliance with State and Federal laws and employment guidelines.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. -It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Enrolls employees in benefit plans for health, dental, vision, disability, life, flex spending, and other offered benefits; processes employee changes as required.
- Processes payroll, e.g., pay increases, salary adjustments, direct deposit, benefit premiums, and voluntary deductions.
- Reconciles insurance billing, e.g., such as health, dental, vision, disability, life, employee physicals, and other offered benefits; approves invoices for payment.
- Schedules and conducts open enrollments, employee training, health fairs, and meetings.
- Coordinates risk management functions as a liaison between interested parties such as attorneys and insurance carriers; researches and prepares information and reports to assist with litigious actions.
- Creates, maintains, and updates employee files in compliance with applicable regulatory standards; provides records requests; maintains employee statistical data for reporting and analysis purposes; monitors leave time and processes vacation/sick time conversions.
- Functions as a central point for employee communications, e.g., benefit changes, memoranda, open enrollments, and holiday schedules.
- Maintains data applicable to various Federal and State regulatory standards for reporting purposes, e.g., OSHA, EEOC, and new hires.
- Responsible for new employee onboarding and orientation.
- Issues employee identification cards/tracks city property.
- Provides employee data to management/records requests.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. ~~Two to three (2-3)~~ Minimum of two (2) years of experience in a related field; or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire. ~~Must have a valid State of Florida driver's license.~~

Knowledge, Skills, and Abilities:

- Knowledge of Federal and State regulatory standards and guidelines applicable to human resources Administration, e.g., COBRA administration, FMLA, labor law compliance, and reporting standards.
- Knowledge and ability to interpret and communicate City human resources policies, practices, and procedures.
- Knowledge of worker's compensation laws, claims procedures, reporting requirements, and case management principles.
- Ability to research, interpret, compile, and present data relevant to human resources administration, e.g., worker's compensation law, benefits regulations, policy, and procedures.
- Ability to effectively operate and utilize modern office technologies, such as computers, Human Resources Information Systems, standard software applications, and associated peripheral equipment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light weight (5-10 pounds). Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.