

City of Lake City, FL

Classification Description

Classification Title: HUMAN RESOURCE GENERALIST
Department: HUMAN RESOURCES

Pay Grade: 9-4
FLSA Status: Non-Exempt

General Description

Specialized clerical and technical work involving public contact responsibilities in the Human Resources Administration area. Work is performed under the direct supervision of the Human Resources Director.

Nature of Work

ESSENTIAL PHYSICAL SKILLS

- Prepares and maintains employee records assuring compliance with federal, state and local programs.
- Updates data in the Human Resources Information System to ensure accurate and timely processing of employee information.
- May assist with processing worker's compensation claims and property and liability claims.
- Processes and records insurance changes and payments.
- Guards confidentiality of all personnel records.
- Accesses, inputs and retrieves information from a computer.
- Prepares and processes retirement and other reports.
- Assists in the recruitment effort for all personnel including, conducting background and reference checks, processing appropriate paper work, explains and answers questions regarding employer benefits programs.
- Participates in developing department goals, objectives, and systems.
- Processes all new employees.
- Assists with conducting employee orientation.
- Assists with coordinating employee activities and recognition programs
- Communicates to employees various Human Resource policies, procedures and laws.

- Generates routine and special reports, provides data for special projects and provides information to Director as requested.
- Performs other related duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

Knowledge, Skills and Abilities:

- Knowledge of understanding of human resource applications.
- Knowledge of worker's compensation, health, liability, and property insurance.
- Knowledge of City policies, ordinances and labor contracts.
- Knowledge of modern office procedures and practices.
- Ability to implement human resources procedures.
- Skill in using a calculator, computer, printer and photocopier.

Minimum Qualifications:

Education and Experience:

High school graduation or possession of an acceptable equivalency diploma (GED) and three (3) years of experience required. (A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

Licenses, Certifications or Registrations:

Must possess a valid Florida Driver's License. Ability to complete certification in Human Resources.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate orally
- Ability to access file cabinets for filing and retrieval of data
- Ability to sit at a desk and view a display screen for extended periods of time
- Ability to access, input and retrieve information from a computer
- Type at a rate of 45 words per minute

Environmental Conditions:

- Works inside in an office environment

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature