



Human Resources Generalist		
DEPARTMENT: Human Resources	REPORTS TO: HR Director	
POSITION TYPE: Full-time	RANGE: \$56,406.48-\$84,611.28	FLSA STATUS: Exempt
<p>DISCLAIMER: This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position. The employer reserves the right to assign or otherwise modify the duties assigned to this classification.</p>		

GENERAL DESCRIPTION: The HR Generalist administers delegated personnel functions and assists the Human Resources Director with a variety of departmental programs and activities. Work involves working collaboratively with other departments and applying specific personnel procedures and guidelines in managing assigned program areas of recruitment and selection, training and development, benefits administration, risk management, and workers' compensation. The employee must have considerable knowledge of local government hiring practices and policies and knowledge of local, state and federal employment laws. Work requires heavy public and employee contact that requires independent judgment and the ability to communicate effectively with tact and discretion and maintain confidentiality. Work requires ability to work independently and effectively manage assigned program areas, seeking guidance when new or unusual situations occur. Work is performed under general supervision of the Human Resources Director and is evaluated through observation, conferences, customer service feedback and for adherence to laws and procedures. This position is designated as a non-essential position.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Conducts investigations and completes appropriate investigatory reports, including identifying trends within the department and organization and making recommendations related to improvements.
- Spearheads new hire orientation training, ensuring compliance with all topics covered and ensuring all new hires have met preemployment requirements.
- Develops departmental recruitment plans and makes recommendations to leaders.
- Makes recommendations for efficiencies, actions, and legal compliance for programs and functions.
- Assists with creating, facilitating, and delivering educational workshops and training to employees and leaders.
- Communicates benefit information, policy information, and other human resources information to employees and leaders.
- Oversees open enrollment process, including health screenings and other preventive measures.
- Ensures Affordable Care Act (ACA) compliance, including tracking variable hour employees' work hours and reporting.

- Administers and ensures compliance of FMLA, ADA, and other leaves of absence processing and the Employee Assistance Program (EAP).
- Processes workers' compensation claims; communicates with employees, supervisors and claims manager about status of claim; coordinates modified or transitional duty assignments as required; coordinates with other benefits and maintains documentation and related policies.
- Assists with analyzing, administering, and maintaining the Towns's pay and classification plan, including processing personnel actions, new hires, promotions, transfers, terminations, and reclassifications.
- Assists in the development, implementation, and monitoring of risk management initiatives; conducts routine facility and operational inspections to identify potential hazards and ensure compliance with established safety standards.
- Assist with designing and implementing the salary compensation program, conducting position analysis, creating job descriptions, assessing needs and trends, recommending changes, developing and conducting compensation/market pay surveys to assess market competitiveness, analyzes findings, and prepares recommendations.
- Assists in the development and managing of the department budget.
- Researches employment law and policy issues.
- Responds to unemployment claims.
- Conducts needs assessments or surveys.
- Attends events/meetings as assigned.
- Completes various reports and audits.
- Completes exit interviews and stay interviews and communicates with the departments regarding trends.
- Assists with the recruitment and selection process.
- Assists with retirement processes and completes retirements.
- Prepares brochures, flyers, presentations, forms, and other written materials.
- Conducts and responds to surveys including salary surveys.
- Prepares and maintains appropriate reports, files, and records.
- Assists HR Director with special projects or as needed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of Town policies and procedures including Personnel Policy and procedures.
- Considerable knowledge of benefits administration.
- Considerable knowledge of standard office practices and procedures.
- Considerable knowledge and ability to use correct grammar, vocabulary, and spelling.
- Considerable knowledge of related human resources laws and regulations.
- Knowledge of office technology and software including word processing, specialized HR applications, and spreadsheets.
- Knowledge of employment laws and regulations related to human resource management and employee actions.
- Working knowledge of arithmetic and its uses in general office work.
- Some knowledge of human behavior, psychology, and organization development.

- Skill in collaborative conflict resolution and meeting facilitation.
- Ability to maintain the confidentiality of employee information.
- Ability to use judgement to apply selected policies and procedures maintaining and processing personnel transactions.
- Ability to gather and compile personnel information from potential or present employees and to conduct research.
- Ability to communicate effectively in person and by telephone and to make effective presentations.
- Ability to gather and give basic information and instructions on departmental programs based on inquiries.
- Ability to arrange and place records, reports and files into a proper sequence.
- Ability to enforce and follow all Town of Landis and OSHA safety regulations.

PHYSICAL REQUIREMENTS: The physical demands and working environment, which follow, are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform the basic life operational support functions of reaching, lifting, grasping, full use of fingers, talking, hearing, and repetitive motions. Must possess visual acuity necessary to perform duties. Must have ability for vocal communications to express or exchange ideas orally and to convey information at normal spoken levels and to receive detailed information at normal levels. Work is sedentary requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. The worker is not subject to adverse environmental conditions.

EDUCATION AND EXPERIENCE:

- An associate degree in human resources, health education, business, psychology, communications, public administration, or related field or two years of related work experience.
- Experience in the safekeeping and care of personnel and public records and/or high-level administrative assistant duties preferred.

SPECIAL REQUIREMENTS:

- Ability to obtain/maintain Notary Public;
- Ability to obtain/maintain SHRM, HRCI, or IPMA certification
- Ability to work/attend occasional night meetings;
- Ability to maintain a high level of confidentiality;
- Possession of a valid driver's license in the state of North Carolina.
- Must be reachable and able to respond outside of normal operating hours.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name printed

Employee's signature

Today's date: _____