



Position Title: Human Resources Generalist

Department: General Government

Direct Report: Town Administrator

JOB SUMMARY

The Human Resources Generalist supports the Town of Upper Marlboro by performing a wide range of HR and administrative functions. This role oversees daily operations related to recruitment, onboarding, benefits administration, payroll processing through ADP, employee relations, and compliance. The HR Generalist ensures that all personnel matters are handled efficiently, confidentially, and in accordance with applicable laws and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate and manage the full recruitment and onboarding cycle, including job postings, applicant screening, interview scheduling, background checks, and new hire orientations.
- Administer employee benefits programs including health insurance, retirement, compensation, and leave management.
- Serve as the Town's Retirement Coordinator, providing guidance to employees on retirement plan options, enrollment, and processing retirement-related documentation.
- Process bi-weekly payroll using ADP, ensuring accuracy in timekeeping, deductions, and employee records.
- Maintain up-to-date and organized personnel records, digital files, and HR databases in compliance with federal, state, and local requirements.
- Assist with employee relations by providing guidance to staff and supervisors, addressing workplace concerns, and supporting conflict resolution efforts.
- Track and coordinate employee performance evaluations and assist with training and development planning.
- Draft, review, and update internal HR policies, procedures, and the employee handbook.
- Ensure compliance with employment laws and regulations, and support reporting and audit processes as needed.
- Coordinate employee recognition and engagement initiatives.
- Assist the Town Administrator with special projects and administrative support as needed.
- Other duties as assigned.

QUALIFICATIONS

Education:

- Associate's or Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field.
- Knowledge of HR system and processes and procedures.
- Knowledge of HR practices, employment laws, and municipal operations.

Preferred Skills and Certifications:

- Proficiency in ADP for payroll and HR functions.
- Strong interpersonal, organizational, and communication skills.
- Ability to manage sensitive information with discretion.
- Experience with Microsoft Office Suite (Word, Excel, Outlook) and HR systems.
- HR certification (e.g., SHRM-CP, PHR) is a plus but not required.
- Retirement Coordinator certification is required for this role. Candidates who do not already possess the certificate must obtain it within three months of hire.
- Ability to obtain a Notary License.

Physical Demands and Working Environment

The conditions described herein represent those an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Environment: Work is performed primarily in a standard office setting at Town Hall.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

COMPENSATION AND BENEFITS

- Salary Range: [\$XX,XXX-\$XX,XXX] annually
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits
- Maryland State Retirement System