

Class Description

Job Title: Human Resources Generalist

Reports To: Director of Human Resources

FLSA Status: Exempt

**General Description**

The purpose of this job within the organization is to perform Human Resources related duties on a professional level and provide administrative support to the Human Resources Director.

This job works under general supervision, independently developing work methods and sequences.

**Duties and Responsibilities**

**The functions listed below are those that represent much of the time spent working in this job. Management may assign additional functions related to the type of work of the job/class as necessary.**

**Essential Functions:**

Performs, manages and coordinates benefits administration to include claims resolution, change reporting, and communicating benefit information to employees; acts as liaison between employees and insurance providers to resolve any benefit related issues.

Plans, chairs, promotes and coordinates open enrollment, the annual Health and Wellness Fair, Employee Recognition Event, quarterly wellness programs and other employee events.

Recruits, interviews, and offers jobs to selected applicants. Administers the applicant tracking system, composes and places job postings and advertisements, reviews applicants, develops interview questions, and leads the interview panel. Confers with appropriate Directors to determine most qualified applicant.

Works with external partners, such as brokers, other insurance vendors, attorneys, etc to ensure legal compliance and best practice.

Assists in development and/or revising and implementation of HR policies

Maintains electronic personnel, medical, and other confidential files in compliance with legal requirements. Administers records retention policy for HR.

Verifies and arranges for payments of all invoices that come through the HR department.

Assists the HR Director in the management of the HR office budget, while performing day-to-day accounts payable and key general office and administrative functions.

Responds to telephone, email and in person request for information regarding departmental activities and programs.

Maintains up-to-date knowledge of Human Resource matters in the public sector through seminars, online webinars for membership in IPMA-HR or SHRM professional publications.

**Additional Duties:**

Conducts new employee orientations.

Help organize training and development initiatives for new and current employees.

Exercises sound judgement, including dealing with confidential situations and material.

Develops and compiles annual customer service survey and evaluation of HR-sponsored events.

Performs all compliance reporting to State and Federal agencies, including but not limited to the new hire report, EEO-4 report, non-discrimination testing of applicable benefit plans.

Communicates orally and in writing with internal staff and external customers to give and receive information in a courteous and accurate manner.

Provides notary services.

Performs related work as assigned.

**Responsibilities, Requirements and Impacts**

**Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

**People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

**Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money or supervising the purchasing of high value materials, supplies and equipment.

**Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percent.

**Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads professional literature and technical manuals; speaks to groups of employees, composes correspondence and reports. Must persuade and influence others in favor of a point of view or course of action.

**Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring frequent decisions affecting the individual, co-workers, and others who depend on the service or product; work in a somewhat fluid environment with rules and procedures but many variations from the routine.

**Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

**Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is serious – could affect individuals and most units in organization.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

**Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

**Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

**Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.* ***(Does not include safety of subordinates).***

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**Minimum Education and Experience Requirements:**

Requires a bachelor’s degree in business, human resource management or closely related field.

Requires two years of human resources or closely related experience.

Requires a good knowledge of employment/labor laws.

**Special Certifications and Licenses:**

IPMA-HR or SHRM-CP Certification

Certificate as Retirement Coordinator for State of MD Retirement System

Maryland Notary License – required within six months of taking position.

**Americans with Disabilities Act Compliance**

The City of College Park, MD is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.