

**CITY OF BLACK HAWK**  
**2016 Job Description**

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<b>JOB TITLE:</b>	<b>Human Resources Generalist</b>	<b>DEPARTMENT:</b>	<b>Administrative Services</b>
<b>REPORTS TO:</b>	<b>Administrative Services Director</b>	<b>EXEMPT:</b>	<b>Yes</b>
<b>HIRING RANGE:</b> \$55,680 - \$64,032 Annual			

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**SUMMARY**

Under the supervision of the Administrative Services Director, provides professional and technical administration of human resource programs. The primary function of this position is to perform professional, analytical, and technical work in personnel administration including recruitment and testing, compensation, benefit administration, employee relations, and other human resources functions. As the position is an integral part of the executive team representing the Office of the City Manager and the Board of Aldermen, a sense of decorum is required which is appropriate and suitable to the office. The individual shall possess a mastery of office skills, exercise initiative and judgment, make decisions within the scope of assigned authority and provide general information and assistance to the public.

**ESSENTIAL FUNCTIONS:**

**A. Recruitment and Selection**

1. Reviews requisitions for position vacancies; recruits qualified applicants; interviews and evaluates applicants for employment; assists with placement in position best suited to the applicant.
2. Designs and prepares job announcements and advertising campaigns for vacant positions; screens incoming applications for completeness, accuracy and relatedness to vacant positions.
3. Participates on oral boards; briefs oral board members on the content and context of the job being tested for; explains appropriate areas of questioning; assists in the development or selection of assessment tests; administers assessment tests to candidates for employment.
4. Coordinates pre-employment exams (i.e., drug tests, psychological exams, physicals) as required; conducts background and reference checks, ensuring compliance with governmental and departmental requirements.

**B. Classification and Compensation**

1. Assists in the administration of the compensation plan; conducts salary surveys and field/desk audits related to the classification and/or reclassification of positions.
2. Collects wage data for annual market survey; participates in analysis of pay data and preparation of annual compensation plan; responds to wage/benefit and personnel practices surveys from other organizations.
3. Prepares changes in status actions; generates reports and action forms; distributes information as necessary.

### **C. Benefits Administration**

1. Assists with the coordination of benefit activities; ensures compliance with personnel policies and procedures, insurance contract guidelines, and governmental requirements regarding leave benefits, health and dental insurance, life and disability insurance, retirement plans, and unemployment compensation.
2. Researches, evaluates, and proposes modifications/additions to benefits plans; develops and/or makes recommendations for proposed budget for new benefit programs.
3. Co-develops and coordinates miscellaneous benefit programs including employee wellness program.
4. Co-conducts and coordinates annual open enrollment sessions and activities; assists employees in making changes in their insurance programs.
5. Coordinates COBRA notification, unemployment claims, EEO and other governmental reports; ensures accuracy of reports.
6. Responds to a variety of routine and non-routine inquiries regarding benefit program and insurance policy details from employees, current and prospective insurance agents, other governmental agencies, and the general public.
7. Resolves all insurance claims disputes by coordinating between employees and carriers.
8. Works closely with Director and benefits broker to review and recommend quality benefit programs for employees. Conducts cost-benefit analysis as requested.
9. Assists employees with basic benefits questions, forms, and information necessary to make changes in their insurance programs.

### **D. Human Resources Functions**

1. Secures legal, technical, or statistical materials and compiles information to assist in the development and/or revision of human resources related policies and procedures; prepares various State and Federal statistical and narrative reports; prepares reports as requested; works on special and "on-going" projects as requested by the Administrative Services Director.
2. Conducts employee orientations and explains all employee benefits, policies, and procedures; conducts exit interviews.
3. Supports Administrative Services Director in advising department officials and City employees on the policies, rules, regulations and procedures relating to employee programs and benefits; promotes good employer/employee relations.
4. Responds to employment verifications and all other inquiries from the employee, supervisors, and outside agencies; grants release of employment information as appropriately authorized.
5. Set up new employees into ADP Payroll and HRB system.
6. Manage and input changes to employees' status, home address, phone numbers and email, emergency contact information, personal data on all dependents job title, supervisor, pay rate, income tax deductions, direct deposit information, retirement plan deductions, deductions for health and other insurance, and other required information.

### **E. Risk Management**

1. Receive workers' compensation claims; research the validity of the claim by gathering required reports in a timely manner, file a first report of injury with Work Comp carrier. Send employee a WC Notification letter via city email and US mail as soon as possible

after filing the claim. Monitor the injured Employee's progress until employee is released by medical provider.

**F. Miscellaneous**

1. Administers the adopted retention schedule for personnel records in the Human Resources division; ensures compliance with regulations governing retention of records.
2. Assists with the preparation of annual budget; provides expenditure records as directed; advises Administrative Services Director of current status as well as projected expenditures.
3. Assists with the development and monitoring of performance measures for annual budget.
4. Assists in the automation of human resource records and reports.
5. Stays abreast of changes and developments as related to benefits administration and human resources.
6. Performs related duties and responsibilities as assigned.

**POSITION REQUIREMENTS:**

**Knowledge of:**

- Principles, practices, and procedures of human resources management.
- Pertinent Federal, State and local laws, codes and regulations governing human resources management, including laws governing benefits administration.
- Methods and techniques of benefits administration.
- Essential aspects and educational and training requirements of a wide variety of positions.

**Ability to:**

- Demonstrate strong organizational and analytical skills and attention to detail.
- Collect, compile, and analyze moderately complex data for a variety of reports.
- Demonstrate exceptional customer service and interpersonal skills.
- Communicate effectively both orally and in writing.
- Interpret and apply Federal, State and local policies, laws and regulations as they relate to human resources management.
- Work independently and handle multiple tasks with minimal supervision.
- Apply appropriate judgment in making decisions.
- Operate a variety of office equipment including computer equipment and software necessary for successful job performance.
- Establish and maintain effective working relationships with those contacted in the course of work.

**SCOPE OF AUTHORITY:**

Receives minimal supervision under the direction of the Administrative Services Director. Plans daily work activities and prioritizes tasks. Prepares and/or develops plans for projects and programs involving coordination with other departments. Expected to handle difficult and specialized situations in human resources department or functional area.

**SUPERVISORY RESPONSIBILITIES**

None.

**EXPERIENCE AND TRAINING:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** Five years' experience in a responsible position in the field of Human Resources Management.

**Training:** Equivalent to a Associates degree or graduation from an accredited two-year college with major course work in personnel administration, human resources management, or a related field.

**COMMUNICATION SKILLS**

- Ability to respond to common inquiries or complaints from the general public, residents, City employees, officials and outside agencies.
- Ability to effectively present, both in verbal and written form, information to elected officials, members of the Management Team, City employees, the public, and outside agencies.

**PHYSICAL DEMANDS**

The employee is regularly required to sit; stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. Work in this position is generally limited to a standard office environment, but the employee must occasionally lift and/or move up to 25 pounds. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

**EQUIPMENT UTILIZED:**

Standard office equipment, including computers and specialized hardware and software; motor vehicle.

**CONTACT WITH OTHERS:**

Work is performed in a customer service environment involving regular contact with employees at all levels of the organization, outside agencies and the general public including applicants, media, businesses, insurance agencies, and other governmental agencies. Contacts often require the maintenance of tact in stressful situations. Must handle sensitive information requiring confidentiality. Stress may occur in meeting deadlines and in handling applicants and employees in a tactful manner.

**COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

**I have read and fully understand the duties of the job description.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_