



HUMAN RESOURCES SENIOR GENERALIST

FLSA: Exempt

Grade 29 \$56,189.17 – 89,902.68

GENERAL DEFINITION

Performs skilled, analytical and highly responsible administrative work in the planning, organizing and implementing of the City's Human Resources program. An employee in this class is required to exercise independent judgment and initiative in analyzing and providing recommendations regarding human resource management functions. Will provide proactive support for the successful resolution of employee relations issues, employee-related legal issues and performance management/coaching opportunities. Areas of assignment include but are not necessarily limited to, benefits administration, recruitment and selection, classification and compensation, employee relations, performance management, and training. Employees perform essential functions as outlined herein according to functional area(s) of an assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinate aspects of employee recruiting such as helping to identify hiring needs; development of job descriptions; sourcing' designing and implementing interview and recruiting strategies and processes.
- Performs test development and administers applicant testing procedures; calculates test scores and communicates results to applicants and applicable management.
- Performs employee relations activities, such as assisting in the grievance process, interpreting collective bargaining provisions, processing harassment, and discrimination complaints.

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- Analyze and interpret department, site and cross-site issues; develop and implement HR solutions and/or projects.
- Assist supervisors/managers in interpreting and applying civil service rules, collective bargaining agreements and HR principles.
- Guide employees with resolution of problems or issues in a timely manner by using judgment that is consistent with the City's practices and policies.
- Conduct investigations on employee relations issues and collaborate with supervisor on conflict resolution.
- Coordinates annual open enrollment and serves as the liaison between department management, the City and the plan providers.
- Coordinates open enrollment, group health insurance deductions with retirees and pension plan administrators. **Assists employees with benefits.**
- Prepares reports necessary to coordinate payroll deductions, enters data into the system.
- Develops and implements a variety of educational programs promoting wellness and preventive health approaches.
- **Assists employees in understanding available benefit programs and knowledge of various benefit opportunities.**
- Performs classification and compensation analysis; recommends and develops updates and modifications based on analysis results.
- Designs and maintains the City's approved classification system; prepares recommendations for upgrades and reclassifications as required.
- Interprets Union contracts as well as Civil Service Rules and Regulations as they apply to employee working conditions, benefits and compensation.
- Conducts research relative to current circumstances and policies in collective bargaining negotiations and labor-related activities, as well as participation in negotiation sessions.
- Assists in the preparation and administration of the annual departmental budget for Human Resources.
- Manages HRMS database, making edits, changes, and additions to system tables as necessary. Runs/creates system queries and special reports as required

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- Conducts and participates in the conduct of wage and compensation studies; evaluates market trends; updates and/or creates classification descriptions.
- Maintains current knowledge of trends and developments in the industry for application to functional assignment area(s).
- Establishes and maintains effective working relationships with City employees, the general public, industry professionals, other government agencies, and coworkers.

KNOWLEDGE, SKILLS & ABILITIES

- In-depth knowledge of the principles, practices and industry standards as related to human resources management, legal requirements such as state and federal laws labor laws (FMLA, FLSA, HIPPA, etc.).
- Substantial knowledge of modern office practices, with emphasis on computer literacy, HRMS systems, spreadsheet applications, and records and file management.
- Exceptional knowledge of business English, spelling, grammar, format, diction and style applied to written business communications.
- Exceptional oral communication skills for effectively communicating information regarding City human resource management policies, procedures, rules, and regulatory information. Ability to have self-initiative and identity and initiate a variety of projects in a changing HR department.
- Demonstrated history of building strong relationships, solving problems with a sense of urgency, working well with all levels of employees, and providing hands-on assistance.
- Ability to maintain professional discretion in processing matters of a sensitive or confidential nature from both a legal and professionally ethical perspective.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Master's degree from an accredited college or university in Human Resources, Public Administration or related field and 3 years or a Bachelor's degree with PHR certification and 5 years progressive experience with exposure to at least five of the following functional areas: recruiting, compensation, benefits, training, employee relations, labor relations, HR process creations and administration, risk management, performance management, and OD. Experience

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in human resources that provides broad exposure to all major functions. Ability to handle multiple projects and tasks in an environment with concurrent priorities. Attention to detail a must.

PREFERRED

- 2 Years public sector experience
- SPHR certification

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills and ability.

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I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date