



HUMAN RESOURCES GENERALIST

FLSA: Exempt

Grade 27 \$50,965.23 - \$81,544.38

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. Areas of assignment include but are not necessarily limited to, benefits administration, recruitment, and selection, classification and compensation, employee relations, coaching, 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.

- Coordinates group insurance plans and assists employees in understanding available benefits.
- 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.
- 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.
- Coordinates return to work and light-duty assignments in accordance with physician orders and City policies and procedures.
- Performs classification and compensation analysis; recommends and develops updates and modifications based on analysis results.

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- Designs and maintains the City's approved classification system; prepares recommendations for upgrades and reclassifications as required.
- Through negotiations, recommends and develops compensation plans for bargaining unit positions.
- Conducts research relative to current circumstances and policies in collective bargaining negotiations and labor-related activities, as well as participation in negotiation sessions.
- Interprets Union contracts as well as Civil Service Rules and Regulations as they apply to employee working conditions, benefits and compensation.
- 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.
- Performs recruitment and selection activities in the advertisement, interview, selection, and evaluation of applicants.
- 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.
- 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.
- Requires regular attendance to scheduled work shifts.

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KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of employment policies, procedures and regulatory standards governing the area(s) of responsibility, e.g., benefits administration, recruitment and selection, and classification and compensation.
- Substantial knowledge of modern office practices, with emphasis on computer literacy, HRMS systems, spreadsheet applications, and records and file management.
- Competency in relationship building, coaching and problem-solving.
- Oral communication skills for effectively communicating information regarding City human resource management policies, procedures, rules, and regulatory information.
- Written communication skills for documentation and reporting on employee issues, assigned research, or special project.
- Ability to identify strengths and deficiencies in established policies and procedures, research alternatives, and develop recommendations for improving administration or operations.
- Ability to work independently under limited supervision on moderately complex to highly analytical human resource management issues.
- 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

Bachelor's degree from an accredited college or university in Human Resources, Public Administration or related field and three (3) years exposure to at least three of the following functional areas: recruiting, compensation, benefits, training, employee relations, labor relations, HR process creation and administration, performance management and organizational development. This position requires the ability to work independently, build strong working relationships, demonstrates a high level of integrity, and establishes a proactive approach to customer service.

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PREFERRED

- PHR or 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 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. Some tasks require oral communication ability.

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