

**SENIOR HUMAN RESOURCES GENERALIST  
PG 18**

**GENERAL DESCRIPTION**

This is highly responsible administrative and technical work performing assigned duties in support of the Human Resources Department to include employee benefits, compensation/classification, employee relations, performance management, selection and retention, risk management, workers' compensation, unemployment compensation, training and development activities. Work is performed under general direction and supervision. This position works closely with the Human Resources Director in developing, implementing and evaluating ongoing human resources policies, programs, functions and activities. Employees in this classification are expected to acknowledge and maintain the confidentiality of materials and assignments, and handle sensitive and confidential situations. This position requires tact, composure, flexibility and excellent communication skills and abilities.

**REPORTING RELATIONSHIPS**

Reports to: Human Resources Director

**ESSENTIAL POSITION FUNCTIONS**

1. Performs duties necessary to support functions of Human Resources Department that may include, but not necessarily be limited to, advertising approved positions, receiving and tracking candidate information, coordinating pre-employment processes, conducting background and reference checks.
2. Prepares and maintains employee records, assuring compliance with federal, state and local regulations.
3. Prepares correspondence, memoranda and reports.
4. Performs research and retrieval of records. Conducts statistical comparisons of information.
5. Greets the public and applicants.
6. Performs activities related to attrition to include preparation of documents and coordination of applicable benefits, such as retirement, COBRA, leave pay out calculations, etc.
7. Reconciles monthly insurance billings to ensure accuracy prior to payment approval. Resolves discrepancies with carriers, payroll and employer.
8. Assists with payroll signup for new hires; coordinates employee orientation for new hires; and ensures receipt of personnel manual, safety manual, and other pertinent information.
9. Processes personnel action forms and ensures proper approvals are obtained.

## SENIOR HUMAN RESOURCES GENERALIST

### Page 2

10. Counsels employees (and potential employees/applicants) on plan provisions so that individuals can make informed benefit decisions.
11. Resolves employee complaints related to health and welfare plans, and refers difficult or very complex complaints to City's benefits consultant.
12. Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.
13. Tracks retiree and COBRA insurance payments.
14. Assists with processing and administering employee disability/FMLA leave requests.
15. Prepares and submits online bi-weekly and monthly reports required by the City's various retirement plans.
16. Safeguards the confidentiality of all personnel related records.
17. Assists with review of payroll during processing.
18. Ensures job advertisements are posted on the website for both internal and external applicants. Coordinates advertisements for posted vacancies in local, state, national, and various trade organization and professional association journals.
19. Coordinates schedules and relevant documents for interviews, as requested. Tracks status of candidates and responds with follow-up letters at the end of the recruiting process.
20. Assists with duties necessary to administer employee benefit programs during annual open enrollment and qualifying conditions to include health care insurance, retirement, wellness, and other ancillary benefits.
21. Assists with employee recognition programs, to include but not necessarily be limited to, employee of the quarter and annual service awards.
22. Administers the City's tuition reimbursement program.
23. Coordinates the City's Flex Spending Plan.
24. Coordinates annual wellness program with outside entities.
25. Coordinates annual drug-free workplace and MSDS required training sessions.
26. Coordinates DOT physical and random drug-testing programs, and maintains appropriate records.
27. Posts adjustments to annual, sick, and other leave type accruals.
28. Reports workers' compensation claims to carrier, works with insurance adjuster on claims issues, and assists with preparation for workers' compensation desk audits.
29. Responds to verification of employment inquiries.
30. Responds to requests for information from the public and other agencies.
31. Ensures up-to-date labor law postings are located at all City facilities.
32. Maintains driver license records and ensures licenses are in good standing.
33. Completes, processes, and maintains appropriate records and tracks performance evaluations and associated advice of status forms.

## **SENIOR HUMAN RESOURCES GENERALIST**

### **Page 3**

34. Adds and deletes items on the City's auto and property insurance policies, and submits claims. Submits general liability claims to the carrier. Follows up with carrier(s) to determine the status of claims.
35. These essential job functions are not to be construed as a complete statement of all duties performed. Employee will be required to perform other job related duties as necessary and consistent with the position.

### **MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Thorough knowledge of computerized payroll systems.
- Knowledge of bookkeeping principles and practices.
- Knowledge of modern office procedures and practices.
- Ability to transcribe and prepare minutes.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to perform basic mathematical calculations.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.
- Ability to work with highly confidential information, such as personal and protected information under federal HIPPA guidelines, and handle sensitive and confidential situations.
- Ability to exercise independent judgment.
- Ability to work under pressure and/or frequent interruptions.
- Ability to manage and resolve conflicts.
- Knowledge of accurate record-keeping and reporting.
- Ability to communicate effectively, both orally and in writing.
- Possession of strong analytical and problem solving skills.
- Ability to work effectively with employees, department heads, the general public, professionals, consultants, vendors, and representatives of other governmental agencies.
- Knowledge of personal computers and related software, including word-processing, spreadsheets, databases, and automated financial management systems.

#### **EDUCATION AND EXPERIENCE**

Requires Bachelor's Degree from an accredited college or university in Human Resources, business, or a related field, and three (3) years of progressively responsible experience in human resources or related field. Must be computer literate. Any

## **SENIOR HUMAN RESOURCES GENERALIST**

### **Page 4**

equivalent combination of training, education and experience that provides the necessary knowledge, skills and abilities may be considered for the minimum qualifications.

### **LICENSES, CERTIFICATIONS, OR REGISTRATIONS**

Possession of valid Florida Drivers License, and maintain compliance with Vehicle Use Policy requirements, Section 8.15 (c) in the City's Personnel Manual.

### **ESSENTIAL PHYSICAL SKILLS**

- Good vision (with or without correction).
- Good hearing (with or without correction)
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Pushing
- Pulling
- Reaching
- Operating equipment
- Driving

### **WORK ENVIRONMENT/CONDITIONS**

- Works inside in an office environment.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

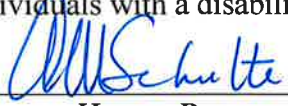
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and

**SENIOR HUMAN RESOURCES GENERALIST**

**Page 5**

requirements of the job change. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Approval:   
Human Resources

Approval:   
City Manager

Council Approval Date: 9-30-16

