



JOB DESCRIPTION

TITLE: Human Resource Generalist
DEPARTMENT: Human Resources
GRADE: 16
FLSA: Exempt
EEO DESIGNATION: Professional
REVISION DATE: 01/05/2017

POSITION SUMMARY

Under the general supervision of the Human Resource Director, acts in a senior level, generalist capacity to advise departments on all personnel-related matters. This position assists in ensuring compliance with federal, state and local laws and regulations associated with human resources related functions. Assumes full technical responsibility for unusually complex personnel projects, studies, policies or programs. Demonstrates advanced knowledge and effectiveness in all human resource disciplines. Receives and follows direction given by the Human Resource Director. The Human Resource Generalist oversees the management of human resource functional areas as assigned.

ESSENTIAL FUNCTIONS:

- Completes necessary documentation recording employee changes. Maintains a personnel file and a confidential medical file for each employee. Follows state retention schedule.
- Advertises position openings by updating the web page, coordinating jobs to be posted in-house and various colleges if applicable.
- Assists departments in the interview and selection process of job candidates.
- Administers all aspects of the benefits program from initial enrollment through termination and COBRA election. Coordinates with benefit providers. Coordinates annual renewal process and communicates changes with employees.
- Analyzes and modifies compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Researches and recommends position classifications, including job description writing, job evaluation and report preparation.
- Plans and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Oversees the annual employee appraisal process.
- Assists with disciplinary action, counseling and/or employee assistance as appropriate. Ensures department follows proper, defensible procedures.
- Maintains basic knowledge of laws and regulations that pertain to employment, ADA, AA, FMLA, EEO, Title VII, Workers Compensation, COBRA, etc.
- Develops and conducts presentations to employee groups and individuals for purposes of training, acquiring employee input, or new program introduction.



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- Assists in the investigation of claims of unfair employment practices, including denial of equal employment opportunity, sexual harassment, and alleged violation of rules by both supervisors and employees. Reports on findings.
- Guides and monitors city's selection and promotion process. Assists in certification of applicant qualifications, and serves on interview panels.
- Ability to manage stress, handle multiple tasks, analyzes issues, solve problems and exercise sound judgment.
- Strong interpersonal skills including objectivity, confidentiality and integrity.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four year college or university in Human Resource Management, Business Administration, Public Administration or related field and five (5) years of professional experience in human resource management, training, benefits, compensation and/or recruiting or a combination of education and experience. Preference may be given to applicants with PHR, SPHR, IPMA, or other applicable professional certification. A valid Utah Driver's license is required.

KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge of human resource management principles, methods and techniques, and ability to apply these in a quality-oriented environment. Ability to resolve highly complex issues; develop and communicate new policies and procedures.

Current private and public sector management methods, practices and regulations; application of theories/organizational management to a governmental entity; knowledge of human resource laws and regulations, including but not limited to Equal Employment Opportunity, Civil Rights Act – Title VII, Fair Labor Standards Act, Age Discrimination in Employment Act, Americans with Disabilities Act, Family Medical Leave Act and other personnel related laws concerning public sector human resources/benefits administration; computer capabilities and applications; word processing, databases, HTML, spreadsheets and document imaging software.

Moderate responsibility for making decisions affecting the activities of people, including worker motivation and satisfaction; working credibly with confidential records.

Ability to communicate effectively in English, both verbally and in writing.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, handling light weight, intermittent sitting, standing and walking.

Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. Works with computers and other electronic tools in accomplishing tasks.

Occasionally lifts or otherwise moves objects weighing up to 25 pounds; drives a motor vehicle.

Considerable exposure to stressful situations.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age. The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and



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responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.