



Job Description

Human Resources Generalist

Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Minimum four (4) years of experience in Human Resources/Personnel or other related administrative support function.

Minimum Education Requirements: Associate degree in Human Resources Management or a related field.

Department: Human Resources.

Direct Supervisor: Human Resources Director.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works inside in an office setting.

Certification: Valid State of Florida driver's license, KRONOS and HTE experience.

Job Summary: Performs professional level work assisting and managing all aspects of Risk Management duties within Human Resources and assist with other functions, projects, and programs. Maintain all personnel records; assists with city events, acts as administrator for company benefit plan options and more.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist HR Director and HR Supervisor in all aspects of Risk Management including law suits.
- Serve as main point of contact for processing Workers Compensation claims with insurance company by communicating with both the adjustors and injured workers; complete 13-week wage statements.
- Work with all risk insurances including property, vehicles, bonds, flood, and fleet management by ensuring the City is properly covered and premiums are paid.
- Monitor the departments budgets each year by entering annual requisitions for purchase orders; enter requisitions throughout the year for all departmental spending.
- Serve as the Wellness representative for the City by working closely with City health insurance company and by communicating to all employees via email the various programs available to them and how they can benefit by participating.
- Coordinate wellness events, health fair, and other City events.
- Oversee the City's annual Employee Recognition Ceremony.
- Receive requisitions for recruitment, verify accuracy, logs, and track approval process.
- Coordinate advertising of vacancies for various publications as needed.
- Prepare and update job announcements for internal and external recruiting.
- Maintain the Human Resources portion of the City's website. Post and maintain employment opportunities on the City's Intranet and website.
- Process all applications received; pre-qualify applicants, disseminate to appropriate departments; notify applicant paperwork has been forwarded or declined, and maintain records and time-lines for hire. Prepare communication for applicants who were interviewed but not chosen for hire.



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- File all Worker's Compensation claims; forward paperwork to adjusters; manage and maintain the Worker's Comp quarterly reports.
- Review benefit options with new employees and handle benefit conversion and COBRA with terminating employees.
- Maintain all Property Damage/Loss Reports; investigate claims filed requesting reimbursement; and complete and file all reimbursement paperwork.
- Maintain personnel and payroll updates/deductions in KRONOS and HTE.
- Process new enrollments and processes changes in the 401A and 457 plans for participants.
- Maintain database for health, dental, and vision enrollment and changes. Make all deduction changes in HTE for benefits. Assist employees and retirees with benefit issues. Coordinate open enrollment annually. Serve as City Benefit Coordinator for all benefit offerings.
- Process Permission to Hire Forms and prepares conditional offers for prospective employees.
- Review, coordinate, approve, and track FMLA submissions.
- Coordinate scheduling of pre-employment drug screens and physicals including DOT screenings. Verify and report drug screen and medical findings.
- Conduct pre-employment background checks through various agencies (E - Verify, I-9, VECHS, etc.).
- Conduct New Employee on-boarding and orientation.
- Conduct HRS screenings for Recreation personnel; coordinate maintenance of HRS records with Center Managers for compliance with HRS regulations.
- Submit bi-weekly New Hire State Report per State guidelines.
- Prepare exit interview paperwork for exiting employees; conduct out-processing.
- Set up direct deposit accounts, deletions, and verify bi-weekly listing for payroll.
- Answer questions regarding Rules and Regulations.
- Distribute notices to Departments/Divisions for upcoming employee evaluations (quarterly basis).
- Receive and track employee Performance Evaluations and Personnel Action forms ensuring evaluations are submitted on time; coordinate approval with Human Resources Director and City Manager.
- Complete employee salary surveys.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Wage and salary, classifications plans, labor standards, etc.
- Employee relations procedures, laws, and policies.
- Data processing applications as they relate to personnel.
- Employee benefits programs.



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Skills

- Strong written and oral communications and relational skills.
- Excellent public relations and customer service skills.
- Follow and relay complex oral and written instructions, policies and procedures.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Communicate and understand the needs of the City employees.
- Handle sensitive and confidential material.
- Handle multiple projects with minimal supervision.
- Conduct research, compile information, and prepare concise written reports.
- Provide presentations to City employees.

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date