



# HR Generalist

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**Reports to:** Human Resource Director

**Series and Grade:** HR 11-14

**Classification:** Exempt

**Salary Range:** DOQ

## JOB DESCRIPTION

### Primary Role

This is a highly independent and responsible position that accomplishes a wide variety of Human Resources duties. The human resource generalist performs duties at the professional level in the following functional areas: recruitment, employment records keeping and retention, training, affirmative action and employment equity program, benefits management, departmental budgeting, and payroll functions. This position requires an extremely perceptive person who can relate to individuals at all levels within the organization. The generalist must be sensitive to organizational needs, employee goodwill and the business needs.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintains all employee and applicant documentation as dictated by governing agencies.
2. Manages and tracks all employee disciplinary action.
3. Maintains and processes all Unemployment Notices of Entitlement and potential charges in a timely, efficient manner. Attends unemployment hearings when necessary.
4. Assists with recruitment tasks as needed (reviews applications, interviews).
5. Monitors tardy and absenteeism reports and ensures proper documentation is issued on employees who have excessive tardiness or absenteeism problems. Reports vacation, sick, personal day and holiday use to payroll and scheduling. Maintains and distributes report of same.
6. Maintains employee personnel files.
7. Maintains and updates current employee information.
8. Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9.
9. Distributes and monitors employee performance evaluations and ensures they are done in a timely manner (i.e., three months, six months, one year and yearly thereafter).
10. Updates, monitors and maintains eligible salary adjustments/increases based on council directive.
11. Reports, maintains and monitors all workers' compensation case files; follows-up on open cases.
12. Monitors employee eligibility for benefits plans. Reviews benefits with employees and processes enrollment, cancellation or changes. Organizes and manages annual open enrollment communications and election process. Maintains and distributes list of new and cancelled employees under each benefit plan. Verifies benefit billing accuracy and processes for payment.
13. Administers COBRA for group health plans.
14. Maintains and coordinates employee recognition programs.
15. The ability to use sound judgement and work independently.

## **Competencies**

1. Communication Proficiency.
2. Time Management.
3. Collaboration Skills.
4. Personal Effectiveness/Credibility.
5. Flexibility.
6. Strong computer skills
7. Ethical Practice

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Work Environment**

While performing the duties of this job, the employee regularly works in an office setting.

## **Physical Demands**

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.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

## **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasionally the need to attend council meetings and board meetings will arise.

## **Travel**

Local travel to various worksites is required.

## **Required Education and Experience**

1. Bachelor's degree is preferred or the equivalent years of experience.
2. Experience in payroll processing and general Human Resource processes.

## **Preferred Education and Experience**

1. Human Resource experience in a government organization preferable.
2. Three to five years of Human Resource experience.

## **Additional Eligibility Qualifications**

1. SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) certification.

## **EEO Statement**

The City of Jacksonville provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, [Company Name] complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.