



Human Resource Generalist

Hourly Rate: \$29.38 - \$34.56 DOQ

POSITION SUMMARY: Responsible for performing a full range of Human Resources duties centered on cultivating business partnerships with departments and serving as a central point of contact for routine HR related issues. Provides administrative support in the areas of recruitment, employee relations, training, compensation and benefits delivering excellent customer service to internal and external customers.

ESSENTIAL FUNCTIONS:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Serves as a resource to employees and managers regarding employment policies, procedures, and processes.
- Facilitates recruitment process by posting open positions, screening for minimum qualifications, coordinating interviews, preparing conditional offers of employment, conducting reference checks and overseeing the background check and pre-employment testing process.
- Conducts new hire onboarding; enrolls employees in applicable benefits systems.
- Processes new hire payroll and benefit information as well as employee payroll and benefit changes by ensuring proper completion of paperwork and entering into payroll and benefit providers systems.
- Processes time sheets as scheduled by reviewing for proper approvals and policy compliance.
- Reviews employee benefits invoices for accuracy and reconciles with employee deduction; submits to Finance Department for payment in a timely manner.
- Answers employee questions regarding benefits.
- Coordinates annual open enrollment for employee benefits and completion of applicable paperwork.
- Administers Family and Medical Leave; maintains necessary documents related to leave.
- Oversee completion of workers' compensation claim forms and submits to insurance carrier.
- Manages all general liability claims; tracks claim status and reimbursements, acts as a liaison between the City and insurer, and communicates with effected departments.

- Oversee off-boarding process for employees separating from City service including COBRA notification and terminating from payroll and benefit provider systems.
- Maintains employee files and other department files.
- Prepares and distributes a variety of employee communications.
- Prepares reports on Human Resources related activities as required.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of federal and state employment laws and regulations including FLSA, COBRA, FMLA, and HIPAA.
- Knowledge of City practices, policies, and procedures and aptitude to implement accurately and effectively.
- Knowledge of practices of HR program administration and management with demonstrated ability to strategically support City and departmental goals with talent strategies.
- Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors.
- Ability to set priorities and meet deadlines for projects assigned.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work independently, with minimal supervision, and use rational judgment in making work-related decisions.
- Ability to establish and maintain effective working relationships with employees and vendors.
- Skill in providing customer service to internal and external customers.
- Skill in operating standard office equipment including a computer and associated software including but not limited to Microsoft Office.

SUPERVISION RECEIVED AND EXERCISED: The Director of Human Resources assigns work in terms of general instructions and sometimes specific instructions. The work is spot checked for accuracy and propriety of the final results. This position does not supervise any other positions.

PHYSICAL DEMANDS / WORK ENVIRONMENT: The work is typically performed in an office while sitting at a desk or table. The employee occasionally lifts light objects (up to 25 lbs).

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, HR Management, Public Administration, Organizational Development, or other related field.
- Minimum of three (3) years progressively responsible experience working in an HR department focusing on HR functions such as selection/placement, recruitment, compensation, employee relations, etc.
- Experience in local government preferred.
- Excellent computer skills are necessary to succeed in a modern office environment.
- Possession of a valid Texas driver's license

- Professional certification by HRCI (PHR or SPHR) or SHRM (SHRM-CP or SHRM-SCP) preferred but not required.
- A combination of education, training and experience providing the required knowledge, skills and abilities may be considered.

The City of Wilmer is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation or protected veteran status.