



JOB DESCRIPTION

Job Title: Human Resources Generalist **Reports to:** Town Manager

Prepared by: Julie L. Powers **Approved by:** Town Manager

Date Approved: October 22, 2007 **Last Revision Date:** July 11, 2007

SUMMARY

The Human Resources Generalist creates and leads Human Resources practices and objectives that will provide employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. Provides advice, assistance, and follow-up on company policies, procedures, and documentation. Coordinates the resolution of specific policy-related and procedural problems and inquiries. Provides secretarial support to the Town Manager. Takes all direction from and reports only to the Town Manager. Position is initial contact between the public, the Town Council, and staff with the Town Manager. It requires the ability to sit at a workstation for extended periods, climb stairs, and carry up to 25 lbs.

PRIMARY RESPONSIBILITIES

1. Responsible for all or part of these areas: recruiting and staffing logistics, organizational and space planning, performance management and improvement systems; organization development, employment and compliance to regulatory concerns and reporting, employee orientation, development, and training; policy development and documentation; employee relations; compensation and benefits administration; employee safety, welfare, wellness, and health; and employee services and counseling.
2. Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications.
3. Develop and maintain relationship with employment agencies, universities, and other recruitment sources.
4. Prepare and maintain company salary structure, job documentation, and job evaluation systems. Complete salary survey questionnaires.
5. Design and conduct new employee orientations.
6. Administer and explain benefits to employees, serve as liaison between employees and insurance carriers.
7. Recommend, develop, and schedule training and development courses.

8. Provide advice, assistance, and follow-up on company policies, procedures, and documentation.
9. Coordinate the resolution of specific policy-related and procedural problems and inquiries.
10. Recommend, develop, and maintain human resource manual filing systems.
11. Develop and recommend operating policy and procedural improvements.
12. Develop and update tracking systems necessary in daily operation.
13. Develop and maintain employee handbook.
14. Perform specific research/investigation into operational issues, as requested.
15. Provide on-the-job training to new employees.
16. Conduct orientation sessions for new employees to explain personnel policies, compensation, and benefit programs.
17. Maintain employee files and records, assures completeness of files.
18. Responds to public inquiries on positions available in employment.
19. Log and expedite complaints and assign to appropriate person; completing a Complaint Report monthly for Council's review.
20. Personal ongoing development to maintain the knowledge and skills necessary to complete the job.
21. With the Town Clerk, maintains all Town records.
22. Generates correspondence as requested by the Town Manager utilizing knowledge of Microsoft Word and Excel.
23. Maintains and updates contact information to support communication with all necessary points of contact.
24. Other related duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. May assist in preparing statistical summaries and reports.
2. May conduct group meetings to explain benefit program changes.
3. Assists Town Clerk with preparing Town Council meeting agendas and other committee agendas, assembling Town Council material, and attends Town Council Meetings when necessary.
4. Assists Town Clerk with posting all information necessary to the town website and the overall maintenance of the website.
5. Assists the Town Clerk with all functions of Town elections through the Election Committee.
6. Assists the Town Clerk with advertising of required notices for public notices, bids, tax appeals, contracts, and elections.
7. May perform portions of the work of higher classified positions occasionally, as assigned.

EDUCATION

Position requires a bachelor degree in a related field or a combination of education and experience.

KNOWLEDGE AND SKILLS

Position requires training and experience in general office procedures, policies, and methods; knowledge in the use of office equipment, strong verbal and written communication skills; experience in dealing with the public; ability to use good judgment in the completion of a variety of work situations; ability to organize, multi-task, and plan work to meet deadlines; knowledge of computer programs including word processing and spreadsheets; ability to analyze data and provide recommendations; and notary public or ability to gain certification. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

Employee Signature

Date

***NOTE:** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*