



JOB DESCRIPTION

JOB TITLE:	Human Resources Generalist	FLSA:	Exempt
DEPARTMENT:	Human Resources	GRADE:	P2
REPORTS TO:	Human Resources Director		\$65,873 to \$98,797
BARGAINING UNIT:	Non-Represented	Date:	April 2021

SUMMARY:

Under general supervision, performs a variety of complex professional-level duties in analyzing and administering various components of the City's human resources system including employee and labor relations, compensation, benefits, recruitment, organizational development and training.

ESSENTIAL FUNCTIONS:

Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factors such as regular attendance on the job are not routinely listed in the job descriptions, but are an essential function.

*Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Serves as project manager for human capital projects, including workforce planning, performance management, benefits, compensation and classification, employee communications, risk management and safety, labor relations and organizational development initiatives for approximately 300 employees.
- Manages all steps of the employee life cycle: Recruitment, hiring, onboarding, development, retention and separation.
- Develops and maintains labor relations files for the City's collective bargaining units, including negotiations notes, contracts, discipline, grievances and arbitration awards; assists the City's collective bargaining team during negotiations.
- Performs necessary preparation for collective bargaining sessions to include researching and composing draft contract language and proposals, collection and analysis of data, and evaluating comparable patterns and practices.
- Collects compensation data, job documentation, performs analysis and prepares research reports and other policy documents to serve as a basis for necessary actions.
- Researches, develops and analyzes personnel policies to ensure compliance with state and federal laws and regulations.
- Oversees the City's recruitment and selection for non-sworn positions. Prepares and places job notices and participates in interviews. Coordinates all post-offer testing. Conducts orientation and onboarding of new employees.

- Manages employee insurance and medical benefits in conjunction with the Government Insurance Network (GIN) municipal pool.
- Serves as a liaison to the Board of Fire and Police Commission (BOFPC) and assists in attending evening meetings, taking minutes and preparing meeting materials.
- Manages workers' compensation claims in conjunction with the Illinois Public Risk Fund (IPRF).
- Manages general liability insurance claims by coordinating with a third-party insurance carrier and communicating information to the claimant.
- Participates in Citywide safety programming and the department director executive safety committee.
- Develops and coordinates Citywide employee training opportunities.
- Provides general support to Human Resources functions to include updating employee records in LaserFiche.
- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend offsite meetings.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in public or business administration, human resources or a closely related field; AND four years of professional human resources experience; OR an equivalent combination of education, training and experience as determined by Human Resources. A bachelor's degree is strongly preferred.

Required Certificates, Licenses, and Registrations:

- Valid driver's license.
- SHRM or HRCI certification highly preferred.

Required Knowledge and Skills

Required Knowledge:

- Concepts, principles and procedures of public personnel administration.
- Principles and practices of job analysis, recruitment, selection, classification, compensation, labor relations, affirmative action, employee assistance and/or employee development.
- Data sampling and statistical analysis techniques.
- Applicable laws, codes and regulations.
- Principles and techniques of preparing effective written informational or educational materials.
- Computer applications related to the work.
- Business arithmetic.
- Standard office practices and procedures, including filing and the operation of standard office equipment; correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Required Knowledge and Skills

Required Skills:

- Performing professional-level personnel work in a variety of assigned areas.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Understanding and following oral and written directions.
- Working without close supervision in standard work situations.
- Using initiative and independent judgment within established procedural guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Making effective oral presentations to large and small groups. Maintaining accurate records of work performed.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 10 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT

Work is performed in an office setting.

SAFETY FUNCTIONS

- Becomes familiar with and observes all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Obeys and adheres to all safety rules and work practices.

CONDITIONS OF EMPLOYMENT

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

SUPERVISOR: _____ **DATE:** _____