
ORGANIZATION: City of Newport
DEPARTMENT: Finance

LOCATION: Newport, Oregon
DATE: July 2012

Non-Exempt

JOB TITLE: Human Resources Generalist I

RANGE: 11

POSITION SUMMARY: Provides support in functional areas of human resources under the direction of the Finance Director which include, but are not limited to, compensation management, benefits administration, recruitment and employment, personnel records, employee and/or labor relations, job evaluations, organization development, training, and special projects. Assists in the development and implementation of human resource policies and procedures and their dissemination through employee booklets, communications, and/or meetings. Prepares reports in conformance with legislative requirements or organizational needs.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED: The listed duties are characteristic of the essential functions of the job. The HR Generalist may do all or some combination of these duties, or other related duties.

1. Manages all HR and personnel files and records, including confidential personnel files and discipline records. Administers HR procedures in compliance with federal, state, and local laws. Maintains the city's performance evaluation program. Provides and administers documents for processing personnel actions, and leaves of absence. Oversees amendments and distribution of human resource information such as personnel manuals.
2. Oversees compensation and benefits programs, such as group health insurance and city and PERS retirement plans. Serves as the primary contact for all city employees in answering HR questions and assisting employees in understanding the city's HR policies, rules, and procedures, and the city's insurance and benefits plans. Communicates programs/options in individual and group settings. Provides interpretation and advice on the city benefits and insurance plans. Conducts the open enrollment process.
3. Develops and administers policies and programs related to benefits and risk management that ensures compliance with FLSA, OFLA, leave laws, and other personnel related laws and policies.
4. Coordinates recruitment activities including: preparing and placing advertisements, arranges and assembles all specialized examination materials; coordinates scheduling and recruitment and selection process, completes reference checks, verifies applicant eligibility and maintains recruitment and selection data. Prepares new employee orientation packets and ensures proper completion of required forms. Reviews employee paperwork for accuracy and completion. Ensures that recruitment processes are effective and comply with legal requirements and best practices.
5. Updates the city's Personnel Handbook when necessary.
6. Assists in addressing grievances and performance deficiencies including making recommendations on appropriate actions to take based on circumstances: (1) identifies described behaviors, relevant policies and laws, and courses of action for resolution; (2) conducts internal investigations as directed by the Finance Director; provides instruction and resources to the Finance Director regarding policies and practices and contract interpretation and application.
7. Maintains a positive and cooperative working relationship with city staff, other organizations, and the public.
8. Ensures that all Worker's Compensation reporting and leave paperwork is completed properly and on time; works with employees regarding their claims and possible leave times.

SECONDARY FUNCTIONS:

1. Advises the Finance Director on the establishment of goals, objectives, policies, and systems for the HR functions in compliance with city guidelines by evaluating national, state, and local laws and trends. Reviews progress and makes changes in priorities and schedules as needed to ensure achievement of goals and objectives within budgeted funds.
2. Analyzes job tasks and work processes for new positions and reclassifications, writes job descriptions, and reviews contracts. Consults with Finance Director and department heads on staffing issues, recruitment strategies, interviewing skills, screening processes, and selection decisions.
3. Coordinates special HR related projects. Completes salary/benefits surveys. Compiles and tabulates information for special research.
4. Assists with monitoring the city-wide volunteer program by assisting in identifying volunteer opportunities within the city, writes volunteer job descriptions, and assesses volunteer liability. Monitors and maintains volunteer rosters
5. Assists with the Finance Department's "front desk" responsibilities including, but not limited to, cash receipting of utility bills, municipal court fines, business license applications and renewals, and other related activities and functions.
6. Performs other duties as assigned by the Finance Director.

JOB QUALIFICATIONS AND SKILLS:

1. Professional Human Resource (PHR) Certificate preferred.
2. Associate's degree or equivalent combination of experience, education, and training in human resources management, business management, or a related field providing the necessary knowledge, skills, and abilities to perform the essential functions of the position.
3. Bachelor's degree preferred.
4. Three years of experience in performing similar duties.
5. Exceptional interpersonal skills, and the ability to work well with managers, supervisors, and employees, as well as the general public, claimants, contractors, and other HR professionals.
6. Ability to maintain confidentiality and exercise discretion and judgment.
7. Ability to thrive in an intense work environment with numerous interruptions and conflicting demands on one's time.
8. Strong oral and written communications skills with a variety of audiences. Ability to communicate complex material in a simple, understandable manner. Competence in business English, spelling, punctuation, grammar, basic math and bookkeeping terms and concepts. Ability to produce minutes that serve as an official city record.
9. Knowledge of database management and the ability to use the city's financial system all of the human resources data needed to administer a complex city of nearly 150 full- and part-time employees, including firefighters, public works employees, and uniformed officers, all three groups of which belong to bargaining units.

SKILLS: Skill in the use of computers, various related software programs, and standard office equipment.

Date Revised: July 2012

Approved by: _____
City Manager