



City of Traverse City

JOB POSTING

Announcement No. 20-013

July 24, 2020

HUMAN RESOURCE GENERALIST

ACT PAY SCHEDULE

GRADE 5 STARTING WAGE \$58,494

Applications are being received in the City Human Resource Office for a Human Resource Generalist.

Under the general supervision of the Human Resource Director, plans, performs and implements a variety of tasks in the functional areas of City Human Resources including but not limited to recruitment and employment, personnel records, employee and/or labor relations, position evaluation, compensation management, payroll, benefits administration, organization development, training, and special projects. Position also ensures compliance with all applicable labor laws and related legislative requirements.

- ✓ Educational requirements include a Bachelor's degree in public or business administration, human resources, labor relations or related field.
- ✓ Three (3) years' experience in labor relations, personnel administration and payroll and benefits administration or related experience.
- ✓ Preferred certifications: SHRM-CP, SHRM-SCP, PHR, SPHR, IPMA-CP or IPMA-SCP
- ✓ Thorough knowledge of the laws, statutes and regulations pertaining to labor relations, employee recruitment, hiring, discharge, record keeping, training, insurance, retirement and payroll and benefits administration.
- ✓ Ability to maintain and organize records, compiling data and preparing comprehensive reports on matters related to personnel administration.
- ✓ Evaluate a variety of municipal financial services, analyze operating issues and establish internal and policy and procedural recommendations.
- ✓ *Residency requirement: 20-mile radius from nearest City limit within one year of hire date.*

For consideration, applicants must submit a **completed application, a resume and a cover letter** to the City of Traverse City, Human Resources Department, 400 Boardman Avenue, Traverse City, MI 49684 **applications will be accepted until the position is filled.**

Traverse City is an Equal Opportunity Employer

Job description with additional minimum qualifications is attached.



JOB DESCRIPTION

HUMAN RESOURCE GENERALIST			
Department:	Human Resource	FLSA Status:	Exempt
Job Code:	01-173-228	Unit/Group:	ACT Group
Work Comp Code:	8810	Pay Classification:	Grade 5

Reporting Relationships
Receives general supervision by the Human Resource Director
No supervisory responsibility

Essential Job Functions
<p>Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do. <i>Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.</i></p>

Under the general supervision of the Human Resource Director, plans, performs and implements a variety of tasks in the functional areas of City Human Resources including but not limited to recruitment and employment, personnel records, employee and/or labor relations, position evaluation, compensation management, payroll, benefits administration, organization development, training, and special projects. Position also ensures compliance with all applicable labor laws and related legislative requirements.

Job Responsibilities
<p>Please note this job description is not designed to cover or contain a comprehensive listing of all 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.</p>

1. Performs job duties adequately, properly, and in a timely manner; follows personnel and department policies and operating procedures; shows respect, tact, and courtesy in dealings with coworkers and the general public; behaves in a manner that does not obstruct or hinder other employees from completing their duties; acts in a manner that is safe and follows the City’s safety procedures at all times.
2. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops and implements departmental policies and procedures, internal controls and reporting forms and departmental goals and objectives in accordance with department needs, City directives and applicable laws.

3. Assists in the recruitment and hiring process of City employees. Analyzes job descriptions, prepares job postings, reviews applications, conducts interviews in conjunction with other department staff, performs reference and background checks and makes employment offers. Oversees the proper maintenance and access to personnel files.
4. Oversees the processing of payroll for current employees. Calculates payroll figures including withholding taxes, benefit premiums, retirement allocations and Section 125 voluntary withholdings. Maintains payroll records and compiles regular payroll reports as required by law or regulation.
5. Ensures payroll, time accruals and benefits are prepared in compliance with applicable labor contracts and employment agreements. Maintains a high level of familiarity with the provisions of City collective bargaining agreements. Assists management and employees with information on, and interpretation of the collective bargaining agreements.
6. Assists the Human Resource Director with grievances, discipline and discharge of City employees and the investigation of complaints. Acts as an additional resource for departments in the handling of personnel issues.
7. Administers the benefit programs, insurance and retirement contracts including workers compensation, unemployment, health, life and disability insurance, deferred compensation and the City's defined benefit retirement programs. Responsible for reconciliation of benefit invoices. Serves as the liaison with providers.
8. Assists the Human Resource Director in the administration of the City's employee compensation program. Updates and maintains the City's wage ranges and benefits.
9. Assists the Human Resource Director in the development and implementation of the City of Traverse City personnel policies and ensures compliance with all applicable Federal and State laws and City policies and procedures related to personnel administration. Serves as the City's Equal Opportunity Coordinator.
10. Maintains necessary records and information, analyzes data and compiles reports required by regulatory agencies and City Administration.
11. Processes new City employees and retirees. Ensures required employment and payroll documentation is completed, establishes personnel files and payroll accounts, and orients employees to benefits and personnel policies and procedures.
12. Enrolls new City employees in benefit programs and assists retirees of the City with retirement processes, maintains benefits records and responds to inquiries regarding benefit coverage.

13. Receives work injury reports, and submits claims to insurance carrier. Performs payroll self-audits and estimates total payroll levels for renewal of workers compensation insurance.
14. Assists the Human Resource Director in City staff training programs. Ensures City employees are properly trained to perform their job professionally and safely.
15. Maintains department records, personnel files and benefit files. Ensures information is properly recorded and secured. Maintains confidentiality of records and payroll information.
16. Prepares and assembles statistical data. Prepares monthly, quarterly and annual reports for a variety of regulatory and administrative purposes. Utilizes a variety of computer programs to track data and compile reports.
17. Assists the Executive Assistant/Purchasing Agent in his/her absence on matters of well-defined policy or procedures; assists with calls and visitors to the Manager's Office as needed.
18. Assists the Human Resource Director in his/her absence as the Staff Liaison for the Human Rights Commission.
19. Performs related work as required.

Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Knowledge of:

- Thorough knowledge of the laws, statutes and regulations pertaining to labor relations, employee recruitment, hiring, discharge, record keeping, training, insurance, retirement and payroll and benefits administration.
- Knowledge of personnel administration techniques and practices.
- Knowledge of records retention, payroll calculation and benefit programs.

Skills and Abilities to:

- Skill in counseling employees and developing appropriate personnel recommendations.
- Skill in conducting interviews and selecting the most qualified applicants.
- Skill in performing accurate mathematical calculations.
- Ability to prepare payroll and benefit records of the City workforce.
- Ability to maintain and organize records, compiling data and preparing comprehensive reports on matters related to personnel administration.
- Ability to coordinate and manage multiple tasks and establish appropriate timetables for completion.
- Ability to communicate effectively and present ideas orally and in writing.
- Effectively use office equipment and technology, including computers and related software, and the ability to master new technologies.
- Critically assess situations and solve problems, and work effectively under stress, work on several projects or issues simultaneously, within deadlines and changes in work priorities.
- Evaluate a variety of municipal financial services, analyze operating issues and establish internal and policy and procedural recommendations.
- Establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public.
- Consistently demonstrate sound ethics and confidentiality of information.

Education, Training and Experience:

- Educational requirements include a Bachelor's degree in public or business administration, human resources, labor relations or related field.
- Three (3) years' experience in labor relations, personnel administration and payroll and benefits administration or related experience.

Licensing and Other Requirements:

- Preferred: SHRM-CP, SHRM-SCP, PHR, SPHR, IPMA-CP or IPMA-SCP

Physical Demands and Work Environment

The physical demands and work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY OR LEAD WORK RESPONSIBILITIES

No supervisory responsibilities

PHYSICAL REQUIREMENTS

In the performance of job duties, incumbent is required to use a computer for extended periods of time, mobilize to other locations, communicate verbally, and hear. While performing the duties of this job, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with frequent interruptions; and interact with officials and the public.

The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights. Specific vision abilities required by this job include close vision distance vision, color vision, depth perception, and ability to adjust focus. May be required to lift up to 40 pounds.

TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee may use the following tools and/or equipment: multi-line phone system; computer and associated software; copy and fax machines; scanners; and other office related tools and equipment.

WORK ENVIRONMENT

This job is typically performed in a business environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. The employee may be required to attend evening and/or weekend meetings, as directed. The employee occasionally is required to travel to other locations. The noise level in the work environment is can range between quiet to moderate.

Employee Signature

Date

The City of Traverse City is an equal employment opportunity employer, committed to promoting equal employment opportunities for all applicants and employees.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employers and requirements of the job change.