



## **CLASSIFICATION DESCRIPTION**

**TITLE: HR GENERALIST**

**PG12**

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### **GENERAL DESCRIPTION OF DUTIES**

Under direct supervision, the purpose of the position is to perform general administrative support and paraprofessional work in the field of human resources. Employees in this job classification function at entry staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Work includes providing support in new hire processing, administrative tasks such as importing and scanning, verification of employment & various other wage statements, process payroll, budget/invoicing/coding of routine items, provide administrative support to the Human Resource Director, coordinate and maintain fire volunteer processing, facilitate onboarding, performance measure tracking & input, and maintaining a training program by providing training and support to departments as required.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintains human resources information and databases; maintains a variety of human resources records and performs related postings and calculations, e.g., compensation, benefits, tax data, attendance, performance reviews, evaluations, terminations, insurance coverage, retirement plan changes.
- Performs a wide range of routine and non-routine administrative tasks assisting with daily operations and efficiency of the Human Resources Department, e.g., types correspondence; acts as liaison; receives organizes and distributes departmental mail; schedules training classes and meetings.
- Receives and performs data entry tasks for various payroll processes and departmental accounting functions, e.g., invoices, purchase orders, billings, receipts, and payments.
- Performs verification and reconciliation tasks for invoices/receipts/balances according to department checks and balances procedures.
- Maintains updates and reconciles various logs, reports, ledgers, files, databases, and spreadsheets.

- Develops and implements required training programs based upon trends and other environmental factors.
- Participates in the City's Safety Team, assists with City-wide safety training, and integrates all activities toward achievement of City safety goals and objectives.
- Assists City departments in the acquisition and scheduling of training programs utilizing appropriate technological resources.
- Assist in the Workers Compensation process and coordinate with the workers' compensation insurance carrier on safety initiatives.
  - Generates and assists with various system reports and receipts using Microsoft Word and Excel, e.g., billing, payroll processing, personnel accounting processing, insurance billings.
  - Coordinates activities with other departments and work groups as needed.
  - Assists in coordinating any/all City Training and be the system administrator to the Cities Learning Management Software, Target Solutions.
  - Assists with a wide variety of special projects, studies and reports as they relate to departmental functions.
  - Communicates with department human resources representatives and other staff regarding human resources and hiring processes, disseminating changes in policy and procedures, and preparing documentation.
  - Investigates, verifies, and corrects errors and discrepancies on documents in order to process transactions accurately.
  - Assist with projects such as; open enrollment, intern (high school & college) posting and vetting, wellness fair, seasonal hiring, on boarding and off boarding.
  - Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Associates or Bachelor's Degree in Human Resources, Public or Business Administration, or a related field is preferred. At least one (1) year experience in human resources, worker's compensation, benefits, new hire processing, recruitment, and Risk management. Experience using Kronos and Tyler-MUNIS is preferred. An equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities, may be substituted.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must have a valid State of Florida Driver's License.

## **KNOWLEDGE SKILLS AND ABILITIES**

- Ability to clearly communicate information both verbally and in writing.
- Ability to establish and maintain effective working relationship with other employees.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to access, operate and maintain various software applications.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
- Ability to perform routine typing and basic computer operations, i.e., typing, data entry, word processing and records retrieval; ability to prepare routine documents and compose business letters and memoranda.
- Ability to work independently to carry out assignments to completion.
- Knowledge of City, State and Federal laws and regulations of personnel and payroll administrative policies and procedures.

## **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, there is frequent need to sit, stand, walk, talk, hear, distinguish between shades of color, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move 20 pounds.
- While performing the essential functions of this position, the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.