



# HUMAN RESOURCES GENERALIST

## CLASSIFICATION DESCRIPTION

JOB CODE: 12 (Non-Exempt)

## 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 overall support in new hire processing, administrative tasks such as importing and scanning, verification of employment & various other wage statements, budget/invoicing/coding of routine items, providing administrative support to the Human Resource staff, facilitating onboarding, assisting with the interview process, handling all exit interviews and separation procedures.

## 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 duties as necessary while maintaining strict confidentiality.
- Performs a wide range of routine and non-routine administrative tasks assisting with daily operations and efficiency of the Human Resources Department, e.g., type correspondence; acts as liaison; receives organizes and distributes departmental mail; schedules training classes and meetings.
- Receives and performs data entry tasks for various 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.
- 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.
- Generates and assists with various system reports and receipts using Microsoft Word and Excel.
- Coordinates activities with other departments and work groups as needed.

- Assists in coordinating any/all city training and assist the system administrator to the cities Learning Management Software.
- Assists with a wide variety of special projects, studies, and reports as they relate to departmental functions.
- Assist with disseminating changes in policy and procedures and preparing a variety documentation.
- 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 two (2) years' experience in Human Resources. Experience using Kronos and Tyler-MUNIS is preferred. Bi-Lingual 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 possess and maintain a valid 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.
- Ability to access, operate and maintain various software applications.
- Ability to perform routine mathematical computations and tabulations accurately and efficiently.
- 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, dataentry, 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. Knowledge of FMLA and HIPPA compliance as well as 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.