

Job Description
Human Resources Generalist

Position Title: Human Resources Generalist **Date:** June 2019

Department: Administrative Services

FLSA Status: Non-Exempt

Primary Objective of Position

The primary objective of this non-union position is to perform a variety of responsible and confidential administrative support functions for the Administrative Services Department. This may include, but is not limited to assisting with recruitments, workers' compensation, FMLA recordkeeping, employee benefits, , election processes, , and DOT testing and recordkeeping -- all in pursuit of the City's strategic initiatives.

Essential Functions of the Position

- Provides administrative support work for Human Resource functions including preparing and sending applicant correspondence, scheduling interviews, preparing materials for the interview panel, and conducting the interviews
- Creates job descriptions, postings, supplemental questions, and scoring plans in NeoGov for all recruitment efforts
- Creates all advertising for recruitments
- Oversees the Random Drug Testing program for all DOT employees
- Maintains all the DOT records in compliance with the US Department of Transportation
- Checks the driver's licenses of all finalists using the DVS Driver & Vehicle Services site, and following the strict guidelines set by the State of Minnesota Department of Public Safety
- Coordinating and monitoring FMLA leave requests and requirements
- Utilizes the J.D. Edwards system, or other appropriate systems, to streamline HR processes and recommends changes and processes to simplify or eliminate unnecessary steps
- Creates spreadsheets and reports using data gained from surveys, internal payroll records, or other sources
- Oversees the Workers' Compensation recordkeeping and notifications
- Ensures new employee and terminating employees' forms are complete and the payroll department is provided with necessary documentation
- Maintains employee benefit information in Apprize for current and terminated employees
- Reviews online benefits elections for accuracy and completeness
- Assists with various surveys and compiles results
- Prepares and maintains a central contact directory and eliminates redundant records.
- Utilizes Laserfiche to retrieve data or assist with data searches according to established protocols
- Provides administrative support to the Administrative Services Director for elections including accepting absentee ballots answering election judge's questions and assisting as needed with election judge training
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- Assists with taking minutes at both the Safety/Security Committee meetings and the Labor Management Committee meetings.
- Performs special projects as needed within Administrative Services
- Provides human resource services to all city departments and employees, e.g., interpretation of city programs, policies, procedures and labor contract provisions
- Assists the Administrative Services Director with union grievances and arbitrations
- Works with supervisors with department issues regarding employee issues, recommending appropriate actions involving employee performance, behavior, productivity, etc.
- Serves as a Notary Public
- Maintains employee files and records in accordance with the data practices act and records retention schedule
- Prepares employment verifications on staff, including wage verifications

Examples of Performance Criteria

- Considerable knowledge of standard office practices, procedures and equipment.
- Working knowledge of human resource functions and customer service
- Considerable skill in organizing work, prioritizing, multi-tasking and evaluating and improving processes
- Considerable skill in Microsoft Office applications, including, but not limited to Outlook, Word, Excel, Power Point and Publisher
- Considerable ability to examine a situation or project and determine steps to complete the project
- Considerable ability to follow-through and handle details accurately and meet deadlines
- Considerable ability to communicate both verbally and in writing and develop good working relationships with City staff, elected officials and the general public
- Working ability to analyze moderately complex information and processes and prepare accurate reports and correspondence

Minimum Qualification

- High school diploma or equivalent
- Three years of related work experience in a responsible administrative support position
 - An equivalent combination of education and experience will be considered
- Proven Microsoft applications experience -- Candidates must pass a Microsoft practical exam (Word, Excel, and PowerPoint)

Desired Qualifications

- Associates Degree in Business, Business, Industry & Technology, Human Resources or equivalent
- Experience in public sector human resources and/or payroll
- Certified Microsoft Professional or equivalent abilities

Supervision of Others

Not Applicable

Equipment/Job Locations

The work environment characteristics described are representative of those an employee encounters

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while performing the essential functions of the job. Duties performed are typically inside.

Conditions of Employment

- Must comply with organizational and department policies
- Driving is not an essential function of this job

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

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

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JOB ACTIVITY REQUIREMENTS
Human Resources Generalist

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing		x		
2	Sitting	x			
3	Walking	x			
4	Lifting			x	
5	Pushing / Pulling			x	
6	Carrying			x	
7	Climbing				x
8	Kneeling				x
9	Crawling				x
10	Crouching				x
11	Bending at waist				x
12	Reaching	x			
13	Handling Objects	x			
14	Repetitive Hand Motion	x			
15	Use of Arm Muscles over Extended Periods	x			
16	Use of Leg Muscles over Extended Periods	x			
17	Overhead Work				x
18	Stationary desk or bench work	x			

This job requires employees to be able to lift and carry up to 24 pounds without assistance.

Job working conditions		
	Yes	No
1	Working Outdoors	x
2	Working Indoors	x
3	Operating forklifts or dangerous equipment	x
4	Operating motor vehicles	x
5	Providing work direction to other employees	x
6	Working with chemicals	x
7	Working near fumes and vapors	x
8	Driving a City vehicle or personal vehicle	x
9	Driving is an essential function of this job	x
10	Subject to random DOT drug and alcohol testing	x