



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Human Resources Generalist

Department: Human Resources

Reports to: HR Director

Pay Grade: H13

Date Established: 7/2019

Date Revised: N/A

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Human Resources (HR) Generalist provides consultation to management personnel on matters related to compensation, performance management, training and development, and workforce planning. Work involves accurately diagnosing organizational issues, and implementing action plans. Lead in resolution of employee relations issues and conduct internal investigations when required. Effectively manage multiple projects and overlapping tasks, such as, research, development of policies, and best practices and special time sensitive projects.

Work involves planning, analysis, development and maintenance of classification and compensation programs, interpreting and implementing applicable laws and regulations, planning and executing succession and performance management programs; developing, implementing, and administering training and development programs.

Work also includes back up administration of the City's drug and alcohol awareness and testing program, completing required reports to comply with federal and state laws and City grants and employing diplomacy and mediation methods to address and resolve human resources challenges.

This is a professional position working under the general direction of the Human Resource Director. The incumbent must be able to analyze, evaluate and devise solutions to a variety of complex challenges and issues and recommend possible resolution; present facts and recommendations verbally and in writing; maintain strict confidentiality; demonstrate sound, independent judgment in resolving problems and making decisions; have functional knowledge of federal, state and local laws and regulations related to human resource administration.

The job requires independent work with wide latitude to exercise professional judgment. An employee in this job will demonstrate excellent communication skills, organizational skills, time management, an attitude of cooperation, and the ability to work harmoniously with all levels of City employees, the general public and other organizations.

The work is conducted in a general office environment with stable temperatures and a moderate level of noise.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Provides advice and counsel to supervisors on employee issues. Responds to management and employee inquiries regarding federal and state employment laws as well as City policies, procedures, and programs. Prepares employee discipline notices, conducts personnel investigations, attends or facilitates discipline meetings, and prepares discipline decision letters.

Develops and administers city-wide training and management development programs, presenting and/or arranging for training activities on-line or in-house.

Assists in management of the City's classification and compensation programs. Conducts internal and external compensation studies to assure pay equity and market competitiveness; monitors employee pay

progression based upon established policy and practices; proposes program and policy improvements as needed.

Assists in analysis of appropriate salary grade by conducting job evaluations using established criteria and methodology to compare positions and ensure internal equity City-wide. Revises and/or develops classification specifications based on the needs of the department.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Additional duties may include:

Recruiting: Advising executives and managers on recruiting practices and policies; assisting with difficult recruitment searches for qualified candidates by directing use of various sources such as computer databases, networking, internet recruiting resources, media, recruiting firms, employee referrals, etc.; assisting departments in making job and salary offers. Coordinates civil service testing; monitors and verifies appointments are made in accordance with established policies and procedures, including civil service rules; participates in administration of civil service exams.

Training: Developing and conducting training on harassment and discrimination, employment law, performance reviews, discipline, terminations and personnel policies and practices, and other topics as needed.

Civil Service Testing: Assisting in coordinating civil service testing; monitoring and verifying appointments are made in accordance with established policies and procedures, including civil service rules; participation in administration of civil service exams.

On-Boarding: Conducts new staff orientation program. Works with managers to ensure they are prepared for new hires (door codes, paperwork, etc.)

Off-Boarding: Conducts benefit reviews and exit interviews for terminating and retiring employees.

Liaison: Sit as the City liaison to an assigned group or community organization, usually involving evening meetings.

Policies and Procedures: Assists in the development and implementation of personnel management rules; analyzes the effectiveness of selected policies and prepares related reports. Prepares proposed policy revisions for review by the Human Resources Director.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Human resource management theory, methods, and practices;
- The legal environment related to human resource management including federal and state laws, codes and regulations;
- Compensation and classification laws and guidelines, pay structures and reward programs;
- Employee motivation and performance management methods and techniques;
- Adult learning principles and related training program planning and presentation;

- Interpersonal communication (verbal and written)
- The art of diplomacy and cooperative problem solving;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Plan, analyze, evaluate and propose classification, compensation and performance management programs and policies;
- Develop and implement recruitment strategies for a diverse workforce;
- Develop, implement, and analyze personnel selection methods;
- Plan, develop and present, or arrange for presentation of effective training programs to support the City's mission and goals;
- Analyze problems, identify alternative solutions, and project consequences of proposed actions;
- Interpret and apply complex Federal, State and local policies, procedures, laws, and regulations;
- Work independently and exercise initiative, with general guidance and supervision;
- Demonstrate strong customer service principles including issue resolution;
- Communicate effectively, verbally and in writing;
- Prepare and analyze comprehensive reports;
- Maintain quality work production while dealing with deadline pressures from multiple sources;
- Make prudent decisions where established procedures do not always apply;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in Human Resources Management, Organizational Development, Public or Business Administration, or related field or related field is required; and
- At least three (3) years' experience in professional level human resources; and

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.