City of Rapid City

Job Description

<table>
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<tr>
<th>Job Title</th>
<th>Human Resources Generalist or Sr. Generalist</th>
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<tr>
<td>Job Code:</td>
<td>HRGE / SRHG</td>
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<tr>
<td>Pay Grade:</td>
<td>NU16 / NU 19</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>April 2019</td>
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**General Summary:** This position is responsible for performing HR-related duties on a professional level and works closely with senior HR management and various managers across the City in supporting HR processes and department-specific strategies. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment and employment law compliance. The Human Resources Generalist is an essential and strategic individual contributor of the HR team and while it does not have direct supervisory responsibilities, it does serve as a coach and mentor for other HR team members.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

**HR Generalist**

- Administers various human resource plans and procedures for all organization team members and assists in the development and implementation of personnel policies and procedures.
- Performs at a high-level using discretion and effective communication skills as it pertains to employee and manager situations.
- Functions collaboratively as part of a fast-paced, client-oriented team and is an active participant in developing team goals, objectives and systems.
- Develops and maintains positive, effective working relationships with City directors, managers and staff.
- Acts as a resource for employee relations issues through the organization and consults with HR Management and Legal as necessary.
- Tactical responsibility and ownership for one or more of the various functional areas of Human Resources:
  - Conducts recruitment efforts for all benefited City positions; includes oversight of the pre-employment process (background, drug, and other pre-work screens). Partners with hiring managers on recruitment life cycle process.
  - Coordinates and oversees the non-benefited (temporary or seasonal) recruiting, hiring, and pre-employment processes.
  - Full back-up to Payroll Coordinator. Runs full payroll cycle independently 3-4 times annually.
  - Performs benefits administration, including change reporting and communicating benefits information to employees and participates in the Healthcare Committee.
  - Actively participates in labor relations issues, grievance processes, and Collective Bargaining Agreement negotiations for all four Unions.
  - Plans and conducts New Hire Orientation and HR Orientation for Supervisors.
  - Updates the Employee Handbook and Non-Union Guide.
  - Develops, delivers, and coordinates training and staff development of employees and management.
  - Interprets and administers leave of absence programs, including FMLA, Short Term Disability and military leave programs in accordance with federal law.
  - Handles retirements and all other general separations processes of City employees.
- EEO-4 reporting duties, to include maintaining records and compiling reports from the database.
- Maintains compliance with federal, state and local employment and benefit laws and regulations and provides recommendations for new approaches, policies and procedures to continually improve the efficiency and effectiveness of HR services.
- Provides occasional administrative, operational and training support to the human resources division and/or City departments and assists in various audits, research projects and/or special projects.
- Maintains confidentiality and uses discretion at all times.

**HR Sr. Generalist:** In addition to all duties and responsibilities of an HR Generalist

- Tactical ownership of/responsibility for more than one of the various functional areas of the HR Department listed above. Gives significant input to strategic direction to areas of ownership as well.
- Manages effective relationships with vendors and partners with the City. I.E. medical, dental, and vision carriers, South Dakota Retirement System contacts, HR Information/Payroll System contacts, State Union Representation etc.
- Partners closely with HR Department Leadership to develop and execute HR strategy in support of the overall business plan and strategic direction of the City. Providing strategic leadership by articulating HR needs and plans to City stakeholders.
- Communicates leadership objectives persuasively and effectively while collaborating with city leadership to improve leadership capabilities, workforce performance, overall engagement, and the advance of the City’s strategic initiatives.

**Qualifications:**

**Education and/or Experience: Generalist**

A Bachelor’s degree from an accredited four-year college or university and a minimum of three years of progressively responsible direct HR experience or minimum seven years of progressively responsible and direct experience in the HR field or any such combination of education and experience deemed acceptable to the hiring authority. Required key competencies of this role include effective communication skills, professional consulting abilities, ethical practice, global and cultural awareness, HR expertise and relationship management.

**Education and/or Experience: Sr. Generalist**

A Bachelor’s degree from an accredited four-year college or university and a minimum of five years of progressively responsible HR experience; or a minimum ten years of progressively responsible experience in the HR field; or any such combination of education and experience deemed acceptable to the hiring authority. Required key competencies of this role include effective communication skills, professional consulting abilities, ethical practice, global and cultural awareness, HR expertise and relationship management. Incumbent must be enthusiastic, responsible, collaborative, and dedicated to the challenge of helping others. Incumbent must possess strong ability to exercise independent judgment, be a self-starter, possess the knowledge of office procedures, interact effectively with the public and employees, and work effectively and efficiently to meet deadlines and pay close attention to detail.

**Certificates, Licenses, Registrations:**

PHR (Professional in Human Resources) and/or SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) highly preferred at time of hire or ability to obtain within 12 months of hire
date.

**Working Conditions:**

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

The noise level in the work environment is usually moderate and the majority of the work is performed indoors in an office setting.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.