



City of Rapid City
Senior Human Resources Generalist
Position Description

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Job Title: Senior Human Resources Generalist
Department: Human Resources
Reports To: Human Resources Director
FLSA Status: Exempt
Classification: Non-Union

Grade: 19
Prepared By: HR Director
Prepared Date: January 2018
Approved By: Nick Stroot
Approved Date: 01.16.2018

SUMMARY

The Senior Human Resources Generalist performs a variety of complex human resources duties on a professional level, partnering 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 Senior Human Resources Generalist is an essential and strategic partner of the HR leadership team. This position provides direct supervision to non-supervisory staff, as well as serving as a coach and mentor for other HR team members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following, other duties may be assigned:

1. Administers various human resource plans and procedures for all organization team members and assists in the development and implementation of personnel policies and procedures.
2. Performs special projects and research on topics related to the effective and efficient use of human resources in city's operations.
3. 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.
4. 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.
5. Promotes Human Resource process standardization and process improvement while serving as a key partner to the Human Resources Director in determining employee development needs.
6. Ability to professionally perform at a high level using discretion and effective communication skills as it pertains to employee and manager situations.
7. Act as a resource for employee relations issues through the organization and consults with Human Resources Director as necessary.
8. Functions collaboratively as part of a fast-paced, client oriented team and is an active participant in developing team goal, objectives and systems.
9. Develops and maintains positive and effective working relationships with City directors, managers and staff.
10. Interprets and administers leave of absence programs, including FMLA and military programs in accordance with federal law.
11. 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 of the HR services.
12. 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.
13. Ability to maintain confidentiality and use discretion at all times.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: A Bachelor's degree from an accredited four year college or university and five to seven years of progressively responsible HR experience or 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, and HR expertise and relationship management.



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SUPERVISORY RESPONSIBILITIES

Directly supervises non-supervisory employee(s) in Human Resources and is responsible for the overall direction, coordination, and evaluation of the employee(s). Supervisory responsibilities are carried out in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; reviewing and approving timecard/payroll information. Maintain a safe and secure work environment and encourages individual professional development opportunities for staff and encourages team development opportunities. Maintain professional and technical knowledge of self and staff by participating in educational webinars or seminars, reviewing professional publications, establishing personal networks, and participating in professional societies. The number of direct reports is subject to change (increase/decrease) with or without notice.

Other Knowledge/Skills/Abilities (KSAs): This role requires the incumbent to be an enthusiastic, responsible collaborative team member dedicated to the challenge of helping other people. Must possess strong ability to exercise independent judgment and discretion regarding confidential matters. Must be a self-starter with the ability to perform with little or no direct supervision. Demonstrated knowledge of office procedures, ability to interact effectively with the public and employees. Ability to work effectively and efficiently to meet deadlines and pay close attention to detail.

Communication Skills: This position requires superior professional verbal and written communication and customer service skills. Must possess demonstrated effective interpersonal and relationship management skills along with ability to partner and effectively with staff and managers of diverse backgrounds and skill sets. Must possess proven performance of ability to work professionally under pressure while maintaining composure and poise. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving variables in related processes or situations. Ability to maintain confidentiality and integrity of Human Resources information.

Computer and Administrative Skills: To perform this job successfully, an individual must possess proficient to excellent Microsoft Office® skills and relevant working knowledge of HRIS (Human Resources Information System) and/or Payroll systems. Must possess excellent organizational and time/task management skills with the ability to prioritize tasks and work within a defined timeline and to operate with changing priorities. Must possess high attention to detail.

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.

Work Environment: This job operates in a professional work environment. This role routinely uses standard office equipment such as laptop computers, photocopiers, scanners, and smart phones. 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.

Preferred qualifications: 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.



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Work hours: This is a full-time position. Rare but occasional evening and weekend work may be required as job duties demand.

Travel: Up to 10% local, regional, state and/or nationwide travel may be required to attend training, conferences or seminars.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.