

South Jordan City

Job Description

Title: Human Resources Generalist
Budget Code: 100330
Pay Grade: GH17

Effective Date: 7/31/2023
FLSA Classification: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform daily functions of the Human Resources division, including recruitment, onboarding, off boarding, HRIS data maintenance, and administering benefits, pay, and leave. Assure compliance with all applicable laws and requirements; coordinate implementation of employee benefits, and maintains volunteer program records under the general supervision of the supervisor.

SUPERVISOR

Director of Human Resources

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Accomplish performance goals established with the employee's supervisor.

Job attendance is required, except for authorized leave. Some, 40% or less, of the essential job duties may be performed regularly from a remote location upon authorization.

Serves as the frontline point of contact to employees, applicants, and other external customers for Human Resource needs.

Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.

Conduct new hire orientation and partner with department supervisors to ensure mandatory training, required certifications, or professional licensures are completed.

Maintain the City's human resource information system (HRIS) and records system. Properly archives and destroys records as per the State's retention schedules.

Process benefit changes with bi-weekly payroll and benefit changes through data-entry in City's human resources information system (HRIS) and updating the Payroll Changes Memo. Participate in the reconciliation of payroll changes with Finance payroll coordinator.

Administer the city years of service awards program on a monthly basis, to include purchasing and notifying selected gifts for employees and reconciling the P-Card purchases on a regular basis. Update the city years of service plaque twice a year to reflect retirements and years of service changes.

Conduct regular audits of pay changes processed through the HRIS system and special projects involving mid-year pay adjustments.

Assist in the maintenance of insurance plan information and COBRA, annual open enrollment and coordination of benefits with payroll system. Responsible for ongoing new employee, rehire, intern, and volunteer orientations.

Responsible for enrollments and terminations with Utah Retirement Systems and maintaining accurate employee records for retirement benefits. Regularly update employee changes to savings plans with Utah Retirement Systems and ICM-RC.

Provide daily customer service and routine assistance related to human resource activities for City employees and public.

Participate and support development of regular employee trainings. Track training participation rates and ensure proper documentation is provided for employee training files.

Regularly update city job descriptions and ensure that employees are provided with those in a timely manner. Maintain job descriptions on the city website.

Assist in the continuous improvement and development of the City's employee handbook. Performs administrative duties to support the division.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from a regionally accredited college or university with major course work in business, human resources, public administration or related field.

AND

B. One (1) year of professional experience working in human resources or related field

OR

C. An equivalent combination of education and experience.

2. Special Qualifications:

PHR or SHRM-CP Certification preferred

Public sector experience preferred

3. Knowledge, Skills and Abilities:

Knowledge of human resource management principals, methods, and techniques, and ability to apply these in a quality orientated environment. Ability to resolve complex issues; develop and communicate new policies and procedures.

Ability to operate a personal computer and proficient in Microsoft office products.

Ability to apply the principals, theories, and concepts of basic accounting as applied to payroll administration.

Ability to create reports through available sources.

Ability to learn and provide interpretation of departmental policies and procedures.

Ability to maintain confidential information in a skilled manner consistent with the human resources profession.

Skill in working with others and establishing strong communication with city employees and the general public.

Skilled in effectively communicating with others both verbally and in writing.

Excellent organizational, detail oriented, self-directed, and time management skills.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Subject to extended exposure to computer visual display terminals.

Considerable exposure to stressful situations as a result of human behavior and deadlines.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Position Code:	HR Generalist	EEO-4 Class:	Prof
Location:	Human Resources	EEOP Class:	Prof
Group/BU:	General Pay Plan	Tech-Net Match:	190