

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Sr. Human Resource Generalist

Department: Administration

Pay Grade: 512

FLSA Status: Exempt

Job Code: A521

JOB SUMMARY

The purpose of this classification is to assist with the daily functions of the Human Resources (HR) division, including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices

ESSENTIAL JOB FUNCTIONS

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include compliance and anti-harassment training.
- Assist with employee grievances, investigations, ADA accommodations, etc.
- Manage job descriptions, apply job codes to job descriptions and manage job codes in HRIS.
- Handle administrative tasks for onboarding and new-hire orientations, including data entry in human resources information systems (HRIS) and audits for accuracy and compliance
- Provide talent acquisition support with recruiting, interviewing, and facilitating the hiring of qualified job applicants for open positions; collaborate with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.

- Performs routine tasks required to administer and execute human resource programs, including but not limited to compensation, benefits and leave; performance and talent management; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintains compliance with federal, state, and local employment laws and regulations and recommends best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Tracks and reports on enrollment, attendance, and success of training classes.
- Assess training needs and effectiveness through surveys, interviews, and focus groups.
- Develop, implement, and manage Employee Recognition, Employee Engagement, and wellness programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required and experience.
- At least three years of human resource management experience or education preferred.

Licenses or Certifications:

- CHRM, ACHRM, SHRM-CP, or PHR
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of State and Federal employment, labor, and immigration laws and government compliance with the Americans with Disabilities Act (ADA) and Equal Employment Opportunity (EEO).
- Ability to develop and present management training classes for supervisory personnel.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to communicate effectively, prepare comprehensive reports, and represent ideas clearly and concisely.
- Ability to prepare and deliver effective presentations in both small and large forums.
- Ability to demonstrate independent thought leadership and possess thorough decision-making skills.
- Ability to demonstrate objectivity and fair-mindedness as the need to consider matters from both the employees and the City's point of view is required.

- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
 - Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
 - Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
 - Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
 - Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluation.
- Excellent verbal and written communication skills.
 - Excellent interpersonal, negotiation, and conflict resolution skills.
 - Excellent organizational skills and attention to detail.
 - Excellent time management skills with a proven ability to meet deadlines.
 - Strong analytical and problem-solving skills.
 - Ability to prioritize tasks and to delegate them when appropriate.
 - Ability to act with integrity, professionalism, and confidentiality.
 - Thorough knowledge of employment-related laws and regulations.
 - Proficient with Microsoft Office Suite or related software.
 - Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.