

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Human Resources	DEPARTMENT NUMBER	615
REPORTS TO (TITLE)	HR Director	JOB FAMILY	Human Resources
PAY GRADE	7	DATE OF LAST REVIEW	December 2023

NATURE OF WORK
<p>The HR Generalist is a human resources professional who has fundamental knowledge in a broad array of topics related to employee benefits, compensation, hiring, onboarding, risk management and evaluations. This position will work directly with the HR Director to ensure department heads are equipped with adequate resources to assist them in administering new HR procedures, payroll changes, hiring needs, etc.</p> <p>This position requires the ability to handle and maintain the confidentiality of sensitive information with the utmost discretion and professionalism.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
2.	Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
3.	Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
4.	Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
5.	Assists in the recruitment, interviewing and hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
6.	Manages the Civil Service process for the City. This includes meeting with the Civil Service Commission.
7.	Prepares and maintains employment records such as hiring, termination, leaves, transfers, or promotions, using human resource information system (HRIS)
8.	Administers and monitors Federal DOT random drug testing

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Does not officially supervise other employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree or equivalent in administrative assisting, human resource management, or related field,
AND
Two (2) years of related experience in human resources
OR
An equivalent combination of education/training and experiences which provide the required knowledge, skills,
and abilities.

LICENSING / SPECIAL REQUIREMENTS

A valid driver's license.

PHR/SPHR or SHRM certification preferred

SKILL / ABILITIES REQUIREMENTS

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods and coordination of people and resources
- Proof-reading skills
- Phone etiquette, how to communicate effectively over the phone/email/in person.
- Knowledge of administrative and office procedures and systems such as work processing, preparing and maintaining files and records.
- Excellent organizational skills and attention to detail
- Knowledge of principles and processes for providing customer and personal services.
- Actively looking for ways to help people
- Discretion when obtaining confidential issues whether in HR or Administration. Keep information shared on a as to need know basis.
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting most of the time. Walking and standing are required only occasionally

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by KG
December 2023	Updated by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

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Date	Signature
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NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.