



Class Code: Confidential
Grade: 49
FLSA: Non-Exempt
WC Code: 8810
EEO Code: 1
EEO Job Category: Technician

CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES GENERALIST

GENERAL STATEMENT OF JOB

The purpose of this position is to provide professional services and consultation to internal hiring managers, employees, and candidates, under the general direction of the Human Resources Director and/or designee. This position is responsible for partnering with hiring managers, employees, and the Human Resources team to plan, develop, coordinate all facets of benefits, payroll, recruitment, and workers' compensation in compliance with all policies, procedures, and Federal, State, and local laws and regulations.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Supports the development of city culture and values while serving as a main point of contact for hiring managers throughout the recruitment process and for initial guidance on employee relations matters.

Conducts site visits to various departments to ensure service delivery; providing in-person access to Human Resources staff on a periodic basis to all employees within the workgroups assigned.

Partners with staff and internal clients served to ensure continuity of approach and the consistent application and interpretation of policies, procedures, and processes on all personnel related matters managed.

Provides responses to employees with general inquiries regarding all facets of their employee life cycle to include benefits, pay, leave and employment; escalates employee inquiries to specialized staff within Human Resources as needed.

Proactively evaluates recruitment needs of the assigned internal clients, identifies, and designs process improvements, and collaborates with others as needed to implement changes.

Evaluates position requisitions, reviews job announcements and descriptions with hiring managers, develops engaging postings and advertisements for vacant positions.

Collaborates with internal clients on preparing internal promotional announcements and ensures adherence to applicable collective bargaining agreements.

Ensures maximum attraction of qualified candidates through advertising, sourcing, and other recruitment outreach programs.

Maximizes the functionality and use of the applicant tracking system to include efficiently and effectively reviewing applications, ensuring highly qualified candidates are elevated to initial screening by hiring managers, accurate recordkeeping, and proactive communications to candidates and internal clients served.

Evaluates and prepares recommendations on recruitment advertising, pricing, outreach, and effectiveness.

Coordinates and/or administers tests establishing agreements with assessment centers as needed, assists in developing behavioral based interview questions, facilitates and/or participates in interview panels and other selection procedures.

Collaborates with Human Resources staff to develop training for hiring managers on all facets of employment, to include but not limited to behavioral based interviewing, legal issues in hiring, recruitment systems and process, and effective coaching of employees.

Assists managers in dealing with staff performance management and personnel issues.

Thoughtfully facilitates communication to resolve problems, finding common ground when possible.

Uses discretion and confidentiality in handling the intake of complaints and helps with personnel investigations as needed.

Maintains systems, processes, communications, and services in a manner that ensures compliance with applicable collective bargaining agreements, city policies and/or employment laws to include but not limited to Federal, State and Local laws and regulations, (i.e., ADA, FMLA, FLSA, Equal Employment Opportunity (EEO) Title VII laws, Veterans Administration, Department of Homeland Security Immigration and Customs Enforcement (ICE), and Social Security Administration (SSA) requirements).

Identifies, coordinates, and attends job fairs representing the city and interacting with the public, explaining open positions and recruitment methodology, develops unique hiring events as needed, and proactively invites hiring managers from work groups to attend job fairs or similar focused hiring events.

Contributes, designs, prepares, analyzes, and distributes monthly recruitment reports, to include but not limited to workforce trends, turnover, retention, and succession planning.

Participates in the development of personnel related policies and procedures.

Secures agreements for services within the procurement guidelines and procedures to include, but not limited to, requests for proposals, quotes, and service agreements.

Tracks expenditures and monitors budget transactions.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Resources, Organizational Management, Public Administration, Business Management, or closely related field; **AND**
- Four (4) years of progressively responsible human resources experience at a professional level; **AND**
- Valid State of Florida driver's license.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

PREFERRED QUALIFICATIONS

- PSHRA-CP or SHRM-CP Certifications or higher
- Public sector experience

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: The ability to exert moderate, though not constant, physical effort, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

Environmental Factors: Essential functions are performed with minimal exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.