



City of Lucas -- Job Description

Position

Position Title: HR Generalist
Department: Administration
Position Code: N/A
FLSA Status: Non-Exempt
Revised: December 2, 2016
Emergency Status: Post Impact/Recovery Assigned

Leadership

Supervisor: City Manager
Direct Reports: None

Position Purpose

The HR Generalist is responsible for performing HR-related duties and works closely with senior management in support of promoting a workplace that embraces a service-orientated culture. This professional position is responsible for benefits administration, payroll, employee relations, risk management and managing the City's insurance coverage including liability, property and workers compensation. This position also assists the City Manager in policy development and compliance with employment regulations and guidelines.

Essential Functions

- Leads the administration and coordination of employee benefits including:
 - Medical
 - Dental
 - Vision
 - Life, accidental death and dismemberment
 - Long-term disability
 - Other additional insurance products offered by the City
- Assists with the development of benefits strategies including recommending plan revisions based on City needs and market trends.
- Facilitates the open enrollment process, provides comprehensive benefits information to all employees, responds to questions regarding employee benefits, and assist employees with resolutions to benefit problems.
- Promotes employee wellness and participation in the healthy initiatives program and the annual employee health fair event.
- Monitors vendor contracts for compliance with contract or service agreement terms, reconciles insurance invoices, and processes them for payment in a timely manner.
- Serves as City Correspondent for Texas Municipal Retirement System and administers the retirement benefits program.
- Administers the deferred compensation program.
- Administers COBRA on behalf of the City.

- Reports, maintains and monitors all workers' compensation case files; follows-up on open cases.
- Manages the Texas Emergency Services Retirement System (TESRS) and the Length of Service Awards Program (LOSAP) for volunteer emergency responders and serve as the staff liaison to the Volunteer Pension Board.
- Process biweekly payroll and perform related activities, respond to questions from employees concerning payroll.
- Review, reconcile and process monthly, quarterly, and annual reports for payroll activities.
- Ensure accuracy of time management system/employee compensation and compliance with federal and state laws and regulations.
- Administers the Family Medical Leave Act (FMLA) on behalf of the City.
- Maintains and processes all Unemployment Notices of Entitlement and potential charges in a timely, efficient manner. Attends unemployment hearings when necessary.
- Assist with the recruitment process by writing and placing job advertisements and posts open positions on various websites, oversees the application process, arranging for interviews and ensures compliance with the administrative guideline on recruitment and hiring practices. Ensure I-9s are filed, conduct new employee orientations and complete benefit enrollment documentation.
- Work with Department Directors to ensure accurate and updated job descriptions are maintained for all positions.
- Assist Department Directors with employee performance evaluation program and revise evaluation tool as necessary.
- Maintain employee personnel files and applicant documentation as dictated by governing agencies.
- Keep current all City liability coverages and act as City of Lucas representative in the coordination of any Worker's Compensation and Liability claims for the City.

Assist the City Manager with the following activities:

- Assists in the development, implementation and maintenance of the City's Personnel Policies and Procedures Manual.
- Provide guidance on disciplinary policy to Department Directors and insures proper tracking and documentation on all employee disciplinary action.
- Monitors state and federal employment laws and recommend changes to policies and procedures when appropriate. Maintains compliance with federal, state and local employment and benefits laws and regulations.
- Assists with employee investigations and makes recommendations regarding findings.
- Performs employee exit interviews.
- Research and respond to complaints from all employees, including any grievances that may arise.
- Administer workplace survey and act as employee relations advocate.
- Recommends new approaches, policies and procedures to continually improve the efficiency of the City and services performed.

Secondary Functions:

- Must maintain confidentiality in managing employee medical information and ensure compliance with the HIPPA
- As directed, compile information, research issues and compose special reports to provide information to the City Manager and make necessary presentations to City Council.
- Perform as responsible steward of the public trust and strive for excellence in public service.
- Act in a civil, respectful manner at all times to management, co-workers and others.

- Comply with all safety policies, practices and procedures. Report all unsafe activities to city manager.
- Participate in proactive team efforts to achieve departmental and city goals.
- Provide leadership to others through example and sharing of knowledge/skill.
- Perform other duties as assigned.

Capital and/or Fiscal Responsibility

- Responsible for adhering to all City of Lucas Purchasing Policies while performing purchasing tasks.
- Ability to estimate budget information on compensation and benefits by department.
- Oversee and process the stipend paid to volunteer emergency responders.

Credentials (minimum preferred)

❖ Knowledge/Skills/Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before groups of customers or employees of organization.
- Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Ability to prioritize tasks, handle multiple tasks simultaneously, and handle multiple projects simultaneously.

Formal Education/Certification/Licenses

- Associates degree with five years of municipal human resource/benefits administration; or Bachelor's degree with three years of municipal human resource/benefits administration; or any combination of education and experience deemed acceptable by the City; and PHR certification (or equivalent) preferred.

Prior Experience

- Municipal human resource and benefits administrations is required.
- Three to five years related experience and/or training or equivalent combination of education and experience.
- Knowledge of government regulations at all level including Federal State, County and Municipality.

Tools and Equipment Used

Standard office equipment including but not limited to personal computer, telephone, fax and postage machine, copier, printer, and scanner.

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 frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

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. Work is normally performed in an air-conditioned office environment where the noise level in the work environment is usually quiet.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check and job related tests might be required.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____