



TOWN OF SURFSIDE HUMAN RESOURCES GENERALIST

DEPARTMENT: EXECUTIVE

EXEMPT

GENERAL DESCRIPTION:

Under the general direction of the Human Resources Director performs highly responsible, administrative and professional in the administration of the Town's Human Resources program including, recruitment, selection and hiring, benefits, training and development, compliance with employment laws, employee relations, risk management and projects as assigned. Exercises a high degree of discretion, initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

1. Serves as a liaison on human resources services for all Town departments, providing information and assistance regarding personnel benefits, risk management, policies, procedures, programs and process.
2. Assists Human Resources Director with the development, management and implementation of programs and tasks to improve employee and organizational effectiveness and to meet goals, including recruitment and selection, performance management, training and development, employee/labor relations, classification and compensation, benefits administration, risk management, safety and wellness.
3. Assists with the administration of worker's compensation functions and risk management.
4. Assists departments with personnel actions; reviews a variety of documentation related to status, position changes, performance, and discipline. Ensures accuracy, completeness and compliance with Federal and State Laws, Town policies and collective bargaining agreements.
5. Coordinates recruitment and selection activities; updates position requirements; creates and manages job vacancy notices and advertisement; screens applications for minimum qualifications.
6. Maintains applicant database; provides information to applicants; notifies candidates regarding job offers and pre-employment process.
7. Monitors and verifies selection and hiring procedures to ensure compliance with Federal, State, Town, County laws and regulations.
8. Schedules and facilitates the interview process for all departments with regards to hiring and promotions. Assists with developing and administering interview questions, pre-employment and promotional tests (when applicable).
9. Coordinates employee exit interviews.
10. Coordinates new hire process.

11. Assists with public records requests.
12. Assists with background investigations.
13. Conducts and participates in various salary and benefit surveys, and analyses results.
14. Assists with personnel investigations.
15. Assists with personnel records management; including ongoing personnel file maintenance and disposition.
16. Responds to inquires from members of the public.
17. Performs office administration duties as directed.
18. Handles diverse situations with discretion, sensitivity and tact.
19. Keeps abreast of developments concerning potential loss exposures through legislation and legal decisions.
20. May function in any emergency management role or capacity in the Incident Command System (ICS) to include, Logistics, Operations, and Planning.
21. Performs related work as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Considerable knowledge of current principles and practices of Human Resources Management, including recruitment and selection, performance management, training and development, employee/labor relations, classification and compensation, benefits administration, safety, worker's compensation, collective bargaining, equal employment, and unemployment compensation.
- Considerable knowledge of federal, state, and local legislative, regulatory, and judicial requirement applicable to the area of Human Resources Management.
- Knowledge of the structure and functions of local government and of public administration principles.
- Ability to establish and maintain effective relationships with a wide variety of individuals internal and external to the department and organization.
- Ability to communicate effectively with a wide variety of individuals and groups in a wide range of situations.
- Ability to present ideas, programs, and recommendations clearly, concisely, and accurately to groups and individuals, orally and in writing.
- Ability to maintain current and accurate knowledge and expertise in the human resources field.
- Ability to research and analyze data and situations and to develop and recommend sound solutions and courses of action.
- Ability to conduct investigations, interview witnesses, and make effective decisions using sound judgment in accordance with policies, procedures, and legal requirements.
- Proficiency in the use of standard office equipment, including computers, word processing, presentation, and spreadsheets.

EDUCATION AND EXPERIENCE:

Bachelor’s Degree from an accredited four (4) year college or university in Human Resources Management, Public Administration, Business Administration or related field. A minimum of Three (3) years professional Human Resources experience including human resources administration, recruitment and selection, employee relations, benefits administration, and analysis of compliance with Federal, State, and Local rules and regulations required. Local Government Human Resources experience preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Certified Public Human Resources Professional (PHRP), Professional in HR (PHR), Senior Professional in HR (SPHR), SHRM-CP, certifications in Compensation and/or Benefits or Labor Relations, or International Public Management Association Human Resources (IPMA- HR) highly desirable.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to enter data at a prescribed rate of speed.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Moving and lifting objects.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works outside.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: New 6/3/2022; 8/31/22

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager’s Signature: 