



City of Pascagoula Job Description

Human Resources Generalist

DEPARTMENT:	Administration	LABOR GRADE:	115
EXEMPT(Y/N):	No	POSITION CODE:	
REPORTS TO:	Human Resources Director		

MEETING PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY:

This position is responsible for administering two or more functional areas within the full range of human resources support services, including, but not limited to recruitment, employee relations, benefits, compensation, training and development, workers' compensation, and payroll in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include any of the following:

- Coordinates the City's performance appraisal process; ensures appraisals are completed and returned in a timely fashion; completes necessary forms to process merit increases.
- Coordinates new employee benefit orientation; ensures that all enrollment applications are forwarded to appropriate companies; coordinates annual open enrollment.
- Provides assistance to employees with claims resolution and expediting claims.
- Conducts new employee orientation and exit interviews.
- Files answers to unemployment claims; may represent City at unemployment hearings.
- Assists employees with retirement process; completes all necessary paperwork as required by PERS.
- Reconciles insurance invoices; processes invoices to ensure prompt payment of invoices.
- Inputs and maintains data in the human resources computerized employee database and applicant tracking system.
- Orders police and fire department tests; processes invoices for tests to ensure prompt payment of invoices.
- Assists with the development and implementation of employee training programs.
- Assists with wage and salary surveys; writes job descriptions as directed.
- Notifies insurance companies of terminated employees to ensure COBRA compliance.
- Maintains personnel records, forms, and related documents.
- Writes, releases, and analyzes RFP's for various lines of insurance.
- Reports and processes workers compensation claims; coordinates return to full or modified duty.
- Designates and tracks FMLA for qualified employees.
- Reports and coordinates payment of property and liability claims; ensures prompt

payment of claims that are determined to be compensable by the City.

- Inputs time sheets into the computerized payroll system; processes bi-weekly payroll; and generates all related payroll reports and documents.
- May be designated as the Privacy Officer.
- Any other duties assigned by the Human Resources Director.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.

SUPERVISORY REQUIREMENT:

This position does not supervise any employees.

EDUCATION and/or EXPERIENCE:

A high school graduate or its equivalent and bachelors degree in business administration with an emphasis in human resources or a related field is required. A minimum of three (3) years experience performing generalist level work or any combination of education and experience that results in the required knowledge, skills, and abilities is required. Previous experience processing computerized payrolls is preferred. PHR certification is desired.

SPECIAL QUALIFICATIONS:

Computer proficiency in MS Word, Excel, PowerPoint, and Outlook is required; previous experience with MUNIS software is preferred. This position works with minimal supervision and is frequently required to use professional skills, discretion and sensitivity while addressing personnel issues. This position will receive highly confidential information and have knowledge of sensitive personnel issues so the highest level of confidentiality, tact, and good judgment is required. A strong working knowledge of principals of public personnel administration, employment and labor laws, and standard human resources practices is essential. A valid Mississippi driver's license is required.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues and problems while adhering to an appropriate policy and procedure.

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.

Work is largely sedentary; may require occasional lifting of heavy records or files.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is typically performed in a well-lit and adequately heated and ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips and similar office work hazards.