



CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

OPEN AND COMPETITIVE

Opening Date 03/24/17

Closing Date OPEN UNTIL FILLED

HUMAN RESOURCES GENERALIST

Grade 52 (Salary Range \$38,095 - \$65,232 DOQ)

This position is under general supervision and is responsible clerical, technical and administrative work assisting the Human Resources Manager and administration of the day-to-day operations of the Human Resources and Risk Management office. This employee works independently of direct supervision and exercises a considerable amount of independent judgment.

ESSENTIAL JOB FUNCTIONS

- Prepares and inputs all personnel transactions such as new hires, promotions, transfers, performance reviews, terminations, etc. into the City payroll system.
- Composes and places job advertisements; assists prospective job applicants regarding job opportunities.
- Recruits, interviews, tests, and evaluates applicants for various job vacancies.
- Conducts background and reference checks; schedules physical exams and drug screenings for selected applicants.
- Develops and conducts employee orientation for City employees.
- Enrolls employees in group insurance plans, retirement plans, and other benefit programs.
- Offers employee's assistance in benefit related matters/questions.
- Maintains compliance with pertinent federal laws and legislation such as ADA, FMLA, FLSA, EEO and I-9 eligibility.
- Maintains official personnel records for all employees.
- Screens incoming requests for information and determines appropriate referral source.
- Composes and types correspondence, memoranda, forms and other material in accordance with established policies.
- Works independently on special projects assigned by Human Resources Manager.
- Serves as Human Resources representative for committees as needed.
- Administers performance review program.
- Prepares employee separation notices and related documentation, and may conduct exit interviews.
- Handles the daily operations of Human Resources Department and Risk Management.
- Maintain accurate records and record retention in accordance with policies and procedures.
- Prepare summaries for income verifications, wage statements, other employment verification letters.
- Prepares department Purchase Orders, Requisitions and Check Requests.
- This position serves in an administrative capacity to the department.

ADDITIONAL JOB FUNCTIONS

- Researches, prepares, and records results of salary surveys.
- Assists Human Resources Manager with records management and disposition for the Human Resources Department.
- Provides support for safety, workers' compensation, liability claims adjustment and other loss control programs.
- Maintains Risk tracking and filing systems including archiving.
- Assists Human Resources Manager in review and maintenance of City owned property.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Legal requirements and government reporting regulations affecting human resources functions.
- Principles and techniques of general office administration.
- Personnel and insurance practices and procedures.
- City benefits programs and union contracts.
- Payroll processes including procedures, adequacy of documentation. City, State and Federal laws, rules and regulations affecting payroll processing and record keeping.
- Automated Human Resources / Payroll systems.

Ability to:

- Maintain confidentiality and accurately process time-sensitive documents and records.
- Adjust to multiple demands and takes on additional responsibilities when necessary.
- Use good judgment in unclear, unprecedented situations in related areas of responsibility.
- Operate Microsoft office products, payroll software and Internet.
- Type 30 wpm.
- Thoroughly research payroll issues in detail.
- Understand and follow complex oral and written instructions.
- Express ideas accurately, clearly and effectively, both orally and in writing.
- Maintain good working relationships with department heads, officials, other employees, and the general public; works closely with staff from all departments.

DESIRABLE EXPERIENCE AND TRAINING

- High school diploma or GED. Preference given for an Associate's degree (or higher) in related field.
- MUNIS experience preferred.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
- Basic knowledge of the medical field, customer service work in the health insurance field and/or experience working with or adjusting workers' compensation claims.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

ENVIRONMENTAL REQUIREMENTS

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Oral Interviews – Date and time to be determined (by invitation only).

Submit application: Human Resources Department, City of North Lauderdale, 701 S.W. 71st Avenue
North Lauderdale, FL 33068; Fax: (954) 724-6975
E-Mail: jyarmitzky@nlauderdale.org
Website: www.nlauderdale.org

In-House Applicants: If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain your knowledge, skills and qualifications for the position being applied for.

AN EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK PLACE