

CITY OF GLENDALE

TITLE:	Human Resources Generalist	CLASS CODE:	244
REPORTS TO:	Human Resources Administrator	GRADE:	27
DEPARTMENT:	Human Resources	FLSA:	E
JOB SPECIFICATION DATE: June 2, 2010 cm			

JOB SUMMARY

Serves as initial and primary point of contact to provide a wide variety of professional level assistance in all aspects of human resources including classification, compensation, employment services, employee development, employee relations, benefits and/or other related human resources areas in support of one or more city departments and/or as assigned to a functional area of Human Resources.

ESSENTIAL FUNCTIONS

NOTE: Specific functions, required knowledge, skills & abilities may vary depending on assignment.

1. Participates in and may coordinate activities related to Compensation, Employment Services, Employee Development, Employee Relations, and Benefits for assigned areas or departments.
2. Confers with departments regarding recruitment and/or classification and compensation requests; identifies and collects background information; conducts job audits; manages recruitment processes including recruitment schedules, develops brochures, prepares advertisements and eligibility lists.
3. Coordinates testing in the interview processes; develops written tests; participates in assessment center processes; and analyzes test results.
4. Conducts annual salary surveys; collects and analyzes data and the City's market position; prepares reports and makes recommendations; assists with the implementation of changes to the pay plan.
5. Plans, organizes, develops and presents organizational development and training programs; develops programs and materials; conducts or coordinates training with appropriate staff members or outside consultants.
6. Confers with departments regarding employee relations and equal employment opportunity issues; manages employee relations and citywide equal employment opportunity law compliance matters; recommends courses of action.
7. Identifies issues and practices in assigned areas that may impact and/or conflict with Human Resources or other City policies; coordinates departmental responses and resolves potential problems.
8. Develops programs, policies and practices related to assigned areas; may prepare reports and make recommendations to initiate new programs or improve existing programs; implements as directed.
9. Researches and reviews current legislation related to assigned areas; makes recommendations to Human Resources leadership on courses of action.
10. Conducts special projects and research as assigned; coordinates related activities with other departments and City staff.
11. Researches new programs, practices, techniques and trends in the field of human resources management; attends and participates in local and state professional meetings and committees; stays informed of new trends and innovations in the field of human resource management.

SECONDARY FUNCTIONS

12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern principles and practices of human resource management and administration
- Research and data analysis methods and techniques
- Methods and techniques of recruitment, testing, selection and interviewing
- Principles of job evaluation and analysis
- Pertinent Federal, State and local laws, codes and regulations

Skill in:

- Applying above stated knowledge and principles to workplace situations
- Establishing and maintaining effective working relationships

Ability to:

- Prepare clear and concise administrative reports
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze and evaluate new service delivery methods and techniques
- Communicate clearly and concisely, both orally and in writing
- Effectively manage multiple and changing priorities
- Lift and move objects and materials weighing up to 30 pounds

WORKING CONDITIONS

Office setting. May include some exposure to field environments.

MINIMUM REQUIREMENTS

Bachelor's degree in Human Resources, Management, Public or Business Administration, Industrial Relations or a related field and three years of progressively responsible paraprofessional and professional level experience in Human Resources.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license