

HUMAN RESOURCE GENERALIST

RESPONSIBILITIES

1. Keep personnel policies (including appropriate Administrative Rules & Regulations) updated in conformance with current laws
2. Provide orientation for new employees on city policies and expectations
3. Makes sure employees are updated on changes in policies and employment law
4. Look at educational opportunities for supervisor training & develop individualized programs for each supervisor
5. Assist in interviewing candidates – Questions, Qualification Testing, Initial Selection
6. Post ads for potential candidates (internal & external)
7. Receive applications/resume's
8. Background & reference checks
9. Pre-employment physical & drug test (UVMC)
10. Draft employment letter with conditions
11. New employee onboarding program, forms, tour, welcome to Tipp City coffee/donuts, etc.
12. Personnel Action Forms – new hire, merit (maintain calendar of dates), CLI
13. Work with Civil Service Commission (police only)
14. Work with Finance Department in sending out COBRA information when needed
15. Work with Finance Department regarding FMLA notices, tracking, compliance, etc.
16. Work with Supervisors on disciplinary actions
17. Safety Training for departments
 - a. Common training for all departments
 - b. Tracking training that has been completed
 - c. Works with supervisors on training for employees.
 - d. PERPP membership and participation
18. Maintains employee relations through events such as employee picnic, Christmas Party, monthly employee newsletter, and any suggest any other program related for the benefit of the moral of the employees.
19. Christmas Party Committee for 2016 – Sgt. Chris Graham, Erin Lester (Utility Billing) & you
20. Maintain confidentiality regarding employee issues
21. Inform and educate employee of the city on what it means to be a Drug Free Work Place
22. Meets with Safety Committee
23. Maintain Personnel and Medical Files
24. Hear Grievances in accordance with labor contract and make ruling
25. Negotiation of contracts with Labor Attorney
26. Point person for CDL random drug/alcohol tests – ¼ly random tests, etc.
27. Job Descriptions recently revised by Clemens/Nelson and Associates, keep up to date
28. Take over Workers Compensation program from Finance Director John Green
29. Currently manual HR system, look at programs to use for Tipp City
30. Networking with HR peers
31. Create a cutting edge HR Department!

FIRMS ARE HIRED FOR THEIR EXPERTISE:

1. Comp. Management – Reviews cases and makes recommendations.
2. Clemens & Nelson and Associates Inc., are our labor attorneys for labor questions (monthly retainer), advice, and negotiations.

COMPLETED TASKS OR THOSE 90% DONE

1. Personnel Policy Manual – Manager has on file
2. Safety Policies – Manager has on file
3. FOP & AFSCME current & past contracts – Manager has binders
4. Transition or Succession Plan – Finance cross training personnel. Those on retire/rehire asked to decide if there are any internal candidates available to be able to take their place.