

THE CITY OF TIPP CITY

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Human Resource Generalist
Class Number:		Class Title:	Human Resource Generalist
Dept./Div.:	Administration	Employment Status:	Hours as scheduled
Reports to:	City Manager	FLSA Status; Pay:	Nonexempt
Normal Hours:	8:00 a.m. – 5:00 p.m. M-F	Civil Service Status:	Unclassified
EEO Status:	06		

GENERAL DESCRIPTION:

Under the direction of the City Manager, assists the manager with employee relations; training and organizational development; assists with the hiring process and employee orientation. Prepares and maintains personnel policies as needed to comply with state and federal labor laws; data and research for use in study of various City functions when requested (e.g., insurances, risk management, labor relations, human resource administration, etc.) Works with the Executive Secretary to the City Manager/Clerk of Council when the City Manager is out of the office.

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor degree in Human Resource Management from an accredited college or university, or related field with a minimum of 3 to 5 years' experience in Human Resources Administration, or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; ability to communicate effectively and apply knowledge and experience to practical work situations. Knowledge of State of Ohio (preferred) and Federal bargaining laws and procedures.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license. Certification as a Professional in Human Resource (PHR), Senior Professional in Human Resources (SPHR) or Certified Labor Relations Professional (CLRP) a plus.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g., Microsoft Office), printer, copy machine, fax machine, calculator, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; works in or around crowds; occasionally lifts objects 20 lbs. or less; occasionally carries objects 20 lbs. or less; occasionally pushes objects 20 lbs. or less; occasionally pulls objects 50 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Date Adopted: 5/26/2015

Dated: 5/26/2015

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- 35% (1) Assists the City Manager in evaluating, developing, and implementing, plans, policies and procedures of or related to personnel matters; monitors and ensures the continuous and consistent application of established policies and accepted guideline throughout the various City departments; ensures regulatory compliance of all City policies and procedures, in additional to the American with Disabilities Act, Family Medical Leave Act, and Fair Labor Standards Act.
- 20% (2) Assists manager with, and coordinates administrative activities of human resource function (e.g., benefits, hiring and selection, records maintenance, regulatory compliance, position descriptions, performance evaluations, supervisor training, discipline issues and matters, etc.)
- 10% (3) Meets with and coordinates the administration of defined personnel policies, procedures, benefits and employee relations programs with the various departments.
- 5% (4) Investigates accidents and injuries when necessary and prepares related paperwork for Miami Valley Risk Management Association and Bureau of Workers Compensation.
- 15% (5) Works with Department Heads in coordinating and tracking work safety programs with the various departments to make sure training is taking place while overseeing the Safety Committee.
- 5% (6) Advises city manager and department heads on laws, new legislation, rulings, procedures, maintains employee newsletter, benefits, and sensitive and confidential information related to human resource issues.
- 5% (7) Maintains required licensures and certification, if any.
- (8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.
- (10) Attends meetings, seminars, conferences, etc. to maintain and update current knowledge of municipal human resources administration.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (11) Serves as the Safety Committee Chairman, and performs other related duties as assigned.
- (12) Covers for Clerk of Council when needed.

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(13) Public Relations activities may be assigned as needed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: Human Resource principles and techniques; Ohio employee/labor relations, civil service, equal employment opportunity laws and regulations, Fair Labor Standards Act, office practices and procedures; *City/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; government structure and process; office practices and procedures; human resource methods and techniques of public resource administration. English grammar and spelling; records management; office management.

Skill in: motor vehicle; typing; data entry; word processing; computer operation; adding machine or calculator operation; use of modern office equipment.

Ability to: exercise independent judgment and discretion; understand, and interpret and apply laws, rules, or regulations to specific situations; conduct effective interviews; apply management principles and human resources policies to practical work situations; communicate effectively; handle sensitive contacts with employees and others; understand and interpret pertinent legislation; prepare and maintain accurate documentation. Maintain confidentiality regarding personnel matters, possess a high degree of integrity and good professional judgment.

POSITIONS DIRECTLY SUPERVISED: None.

The City of Tipp City provides equal employment opportunities (EEO) to all employees and applicants for employment. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted: 5/26/2015

Dated: 5/26/2015