

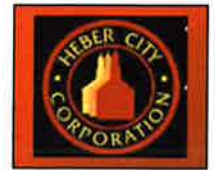
HEBER CITY
Human Resources Generalist

Heber City Corporation has an opening for a full-time Human Resources Generalist, which is a classified position. Responsibilities include but are not limited to performing related duties such as employee hiring, training, wage and benefit administration, payroll review, processing of Workers' Compensation claims, and more. Minimum qualifications: A Bachelor's degree in Public or Business Administration, with an emphasis in Human Resources or related field, and four-years of responsible experience related to the above duties or an equivalent combination of education and experience.

Interested persons can obtain an application and/or a complete job description on the City's website at www.ci.heber.ut.us or by contacting Mark Anderson at manderson@ci.heber.ut.us or 435-657-7885. Applications can be submitted to Mark Anderson at the listed e-mail address or at the City Offices located at 75 North Main Street, Heber City, UT 84032. **OPEN UNTIL FILLED** Grade 19 - \$25.52-\$36.37/hr. EOE

Heber City

Job Description



Title:	Human Resource Generalist	Code:	116
Department:	Administration	Effective Date:	09/2017
Division:	Administration	Last Revised:	09/2017
Classification:	Non-Exempt	Pay Grade:	19

GENERAL PURPOSE

Under general supervision of the City Manager performs a wide variety of professional human resource services which may include recruitment/selection, performance reviews, classification/compensation plans, employee relations, health and safety.

SUPERVISION RECEIVED

Under the general supervision of the City Manager.

HUMAN RESOURCES ESSENTIAL FUNCTIONS

Partners with Accounting Technician to complete payroll; processes payroll sheets, inputting and recording employee work hours; filing time sheets; determines employee earnings, calculates employee withholdings (i.e., state taxes, federal taxes, social security, retirement, and insurance); performs computer entries and operates computer programs to complete payroll process, and prints payroll summary; processes the direct deposit; maintains year-to-date records of wages, deductions, taxes and benefits.

Maintains computerized payroll records showing employee pay rates, withholding allowances, benefit deductions, and other authorized payroll withholdings; distributes withholdings to various accounts; coordinates and resolves payroll problems and questions; informs employees of policies, procedures, and practices affecting payroll; performs computer entries of work time, sick leave, Family Medical Leave, annual leave and comp-time accrual and usage; calculates employee totals and balances for leave accounting; records all transactions against leave from authorized programs; processes and maintains benefit claim and enrollment forms; prepares and distributes leave record reports; coordinates worker compensation issues.

Makes federal withholding tax deposits; reconciles and generates checks for payroll deductions/benefits with various private, state and federal agencies.

Responds to employment questionnaires and surveys; completes or responds to employment verification requests from various lending institutions, local agencies or other organizations with a legitimate need to know; processes and follows-up on wage garnishments and levies by federal, state, and county court orders.

Assures accuracy, completeness, and timely delivery of W-2s for tax purposes; prepares annual reports of payroll, retirement and disability insurance; prepares and processes various local, state, and federal reports as required; completes reports by hand or generates needed data via computer; submits reports to appropriate authority for final review; prepares monthly or quarterly financial reports and payments related to retirement, COBRA, etc.

Maintains employee employment records and file folders; assures proper documentation related to applications, evaluations, letters, enrollment documents, W-4s, I-9s, and related materials; creates or revises employee action forms; prepares job announcements, receives and processes employment applications.

Conducts and coordinates the recruitment/selection process including advertising position openings, screening applications; assists departments with scheduling testing, defining selection criteria, organizing exams, tests, assessment centers and interviews. Notifies applicants of selection outcome, conducts employment reference checks and addresses concerns applicants may have about the selection process; develops and maintains job registers by working with Department heads.

Participates in the preparation of various accounts receivable billings, reimbursements, insurance premium reimbursements, etc.

Performs and coordinates responsible administrative and advanced technical personnel work in the organization; develops policies and procedures within the scope of the Personnel Rules to comply with employment law, and participates in the development of strategic goals and objectives within the agency. Very involved in the hiring process. Maintains and promotes a wellness program. Performs extensive training in areas such as performance evaluations, harassment in the workplace and other issues as needed. Work is diversified in nature and involves multiple unrelated steps. Coordinating agency grievance and appeal processes; serves as advisor to agency management and participates on the Personnel Policy Committee; creates policies and procedures for approval by the Personnel Policy Committee and City Council, organizes events for employees and the City Council.

Prepares annual employee evaluation forms for department heads.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. A bachelor's degree in public or business administration, with an emphasis in human resources or related field; a PHR certification is preferred.

AND

B. Four (4) years of responsible experience related to above duties; two years of which is preferred at the executive assistant level;

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of the practices and principles of local government human resource administration and management/supervisory techniques; laws affecting personnel administration. Thorough knowledge of city organization and functions; wage and salary administration; public relations; current ADA, EEO, FMLA, FLSA, and ACA rules and regulations; position classification; job analysis; and merit systems.

-- Knowledge of research methods and policy formulation; knowledge of insurance benefits, public pay administration, position classification, and salary surveying; knowledge of personnel selection, validation, performance appraisal, and affirmative action; knowledge of merit principles and systems.

Modern office practices and procedures;; letter composition, grammar, spelling and punctuation; operation of word processor terminal; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations. Analytical thought is necessary for dealing with complex data and situations. Considerable independent judgment is required.

Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate personal computer (WINDOWS) in utilizing various programs (Microsoft Word, Excel, Publisher, etc.) to produce or compose formal documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special qualifications:

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and guided problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)