



City of St. Robert, Missouri
194 Eastlawn Ave., Suite A
St. Robert, Missouri 65584
www.saintrobert.com

573-451-2000
(Extension 1112)
636-216-3368 (fax)

JOB DESCRIPTION

Human Resource Generalist

Position Open Date: October 26, 2017

Position Close Date: Open Until Filled

Classification: Full-Time

FLSA Status: Non-Exempt

Number of Positions: 1

Please submit a resume and a City of Saint Robert application, which can be printed from www.saintrobert.com. Resumes and application may be uploaded on-line at www.saintrobert.com, mailed or dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to hr@saintrobert.com or faxed to (636) 216-3368. Please visit www.saintrobert.com for additional information regarding this position. If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at hr@saintrobert.com. The City of St. Robert is an equal opportunity employer.

GENERAL PURPOSE OF POSITION:

To oversee all operations of the Human Resources Office including the City's recruitment and hiring processes, benefits, administration, worker's compensation and employee safety, and employee committees, as well as assisting with policy development/interpretation and federal/state labor law compliance.

MAJOR DUTIES AND RESPONSIBILITIES:

- Administer various human resources plans and procedures for all City of St. Robert employees; assist in development and implementation of personnel policies and procedures; and maintain and update the City of St. Robert Personnel Policies and Procedures manual.
- Comply with all existing governmental and labor legal and government reporting requirements including any related to Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, Worker's Compensation, and so forth. Maintains minimal exposure to lawsuits.
- Participate in the conduct of investigations when employee complaints or concerns are brought forth.
- Complete numerous detailed reports required for state and federal agencies (EEO, Division of Employment Security, Missouri Division of Worker's Compensation, etc.)

- Recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Provide day-to-day benefits administration services. Assist employees with any claim issues.
- Protect the interests of employees and the city in accordance with city Human Resources policies and governmental laws and regulations.
- Advise managers and supervisors about the steps in the progressive discipline system of the City of St. Robert. Counsel Department Heads and Supervisors on employment issues.
- Assist with the monitoring of the city's wage and salary structure
- Counsel on benefits and leave programs as related to; Worker's Compensation, family medical leave (FMLA), and other leaves
- Assist departments in developing recruitment strategies; assist in the hiring process and employment law/legal issues; may participate in Job fairs/Community Outreach
- Keep employee records up-to-date by processing employee status changes in a timely fashion
- Participate in the developing department goals, objectives and systems.
- Supervise maintenance of all official employee records including recruitment, personnel, medical, drug, I-9, and benefits files in accordance with federal and state laws.
- Produce COBRA and HIPAA notices, and advise department heads regarding applicability of FMLA policies/paperwork
- Process and maintain records for workers' compensation; including First Reports of Injury, coordinating medical treatment for injuries in conjunction with a third party administrator, and analyze data for improvements to employee safety program
- Coordinate Citywide training for employees, including employee orientation, annual DOT training, policy and procedures, and other training as appropriate
- Ensure adherence to City pay plan through preparation and monitoring of Personnel Action Forms (PAFs) and maintenance of job descriptions.
- Maintain communication vehicles including HR Portal/Intranet and Human Resources page of City website.

Performs other duties as directed

JOB CONTEXT:

The HR Generalist is a full-time position in the Administration Department. The immediate supervisor for this position is the City Administrator. The person in this position works autonomously, conferring daily with the City Administrator. The person in this position performs a wide variety of activities of human resources including employee relations, recruiting, and administration of benefits. Task can range from routine to complex administrative services. The person in this position works regular hours, year-round, rarely working overtime or at night, except for the occasional board or committee meeting. There is no shift work associated with this position. The person in this position is rarely on call. Ninety percent of the work will be done indoors; ten percent of the work will be outdoors in all types of weather conditions. The HR Generalist is accountable for the monetary, fiscal, safety and legal issues for which this position is responsible.

In this position, there is frequent bending, sorting, kneeling, and reaching both ground level and overhead as required for such task as retrieving files; lifts and carries up to 20 pounds; pushes and pulls up to 25 pounds; must be able to hold and grip objects; may be subject for sitting for long periods of time; ability to operate a computer keyboard. Specific vision abilities required by this job include close vision and the ability to adjust focus. The stress level associated with this position is usually mild to moderate.

LICENSES AND CERTIFICATIONS:

The person in this position must possess a valid Missouri Driver's License.

EDUCATION AND EXPERIENCE:

The person in this position must have a high school diploma or equivalent. A Bachelor's degree in Human Resources Management or related field desired and 3-5 years personnel office experience, including medical insurance, employee benefits, workers' compensation, etc., or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Basic knowledge of City government policies and procedure
- Organization, procedures, and operating details of the department
- Basic mathematical calculations
- Proper grammar and the use of English in speaking and writing
- Various computer software; Microsoft Word, Publisher, Excel, Adobe, Acrobat, Summit
- Internet and email
- Computer operations and applications, including word processing and spreadsheets
- Knowledge of EEO, Division of Employment Security, Missouri Division of Worker's Compensation, etc.
- OSHA standards and regulations concerning employee safety
- Federal and state statues concerning the work of the department

Skills and Abilities

- Maintain a high level of confidentiality
- Strong interpersonal and communication skills to foster a cooperative work environment
- Ability to establish effective working relationships with other City employees, elected officials, and the general public while inspiring respect and credibility
- Ability to interpret and advise on the application of EEO/AA laws and regulations to public sector personnel/staff hiring processes
- Employee development and performance management skills
- Skilled in developing performance evaluation systems

- Skilled in examining and formulating personnel policy, and developing and implementing new strategies and procedures
- Skilled in making formal and informal presentations
- Communicate clearly and concisely, both orally and written
- Work as a team member with other employees
- Work autonomously on various projects
- Handle multiple tasks simultaneously in complex operating environment with frequent interruptions
- Maintain professional composure in heated situations
- Able to make decisions and make corrective actions under stressful conditions
- Follow Departmental and City procedures and policies
- Able to type 40 words per minute

This job description is not intended to be all-inclusive, and the employee will perform other reasonable related duties as assigned by the immediate supervisor and/or Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.