

CITY OF HELENA



Position Title: Human Resources Generalist

Department: Human Resources

Division: City/County Building

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to perform a variety of confidential and complex human resource duties for the Department. The incumbent supports the Human Resources Director and leads the department in employee relations to include administering disciplinary policies and procedures, assisting employees on disciplinary issues and developing performance improvement plans; reviewing and drafting personnel policies, assuring compliance with personnel policies and procedures, providing direction and clarification on policy interpretation; supporting union/association-management interactions; organizational development to include administration and management of the City's classification and compensation plans, succession plans, and employee training; serve as Safety Coordinator.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

❖ **Employee Relations**

35% Time

Essential

Tasks:

- ❖ Effectively resolve employee and supervisor employment-related concerns;
- ❖ Provide legal and policy-compliant advice, support, and assistance to employees and supervisors on disciplinary issues;
- ❖ Administer and manage formal employment-related grievances and appeals;
- ❖ Develop and administer performance improvement plans;
- ❖ Support Union activities and negotiations:
 - E.g., Keep meeting minutes; provide feedback regarding negotiation process; provide data and research information.

❖ **Classification and Compensation**

25% Time

Essential

Tasks:

- ❖ Provide leadership in developing and implementing salary plans;
- ❖ Conduct salary analyses; analyze and determine salary based on position analysis:
 - Communicate and work with supervisors and employees in implementation of sound compensation practices and compliance with policies;
- ❖ Maintain and evaluate salary plans on an ongoing basis with an eye toward internal equity, equal pay for equal work, disparate treatment, and implicit bias;
- ❖ Assist and support departments in developing and updated position descriptions;
- ❖ Develop and participate in salary surveys;
- ❖ Communicate salary policies and interpretation to employees;
- ❖ Collaborate with Payroll personnel to assure accurate salary payments;
- ❖ Assist with analyzing and developing salary and benefit budget projections.

❖ Professional Development

20% Time

Essential

Tasks:

- ❖ Manage and develop performance evaluation processes;
- ❖ Develop and conduct employee and supervisory training;
- ❖ Collaborate with Division Heads with developing succession plans:
 - Anticipate and plan for employee turnover;
 - Develop professional growth opportunities for emerging leaders;
 - Develop policies and procedures for compliant employee career ladders.

❖ Safety

10% Time

Essential

Tasks:

- ❖ Lead the City Safety Committee:
 - Plan, coordinate, and conduct safety trainings and inspections;
 - Provide support and guidance to departments and employees concerning safety matters;
- ❖ Provide direction to the HR Admin in:
 - Maintaining applicable OSHA documentation from worker's compensation reports;
 - Coordinating and scheduling safety training;
 - Safety record keeping.
- ❖ Collaborate with Benefits and Leave Specialist in managing and mitigating worker's compensation claims:
 - Developing and scheduling training to address work comp injury trends and issues;
 - Coordinating with supervisors in developing light duty/back-to-work plans for injured workers.

❖ Shared HR Staff Responsibilities

10% Time

[Secondary Duties]

Tasks:

- ❖ Onboard Employees;
- ❖ Off-board/Exit Employees;
- ❖ HR budgeting: exercise sound and responsible fiscal management;
- ❖ HR office management;
- ❖ Represent the HR Office in City and external meetings;
- ❖ Assure data integrity for all City employee demographic, salary and benefit information;
- ❖ Other duties as assigned.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Principles of motivation and leadership.
- Business and management principles involved in strategic planning, resource allocation and coordination of people and resources.
- Operational characteristics, services, and activities of a human resources program.
- State and Federal rules, laws and regulation related to human resources including but not limited to, FMLA, ADA AA, FLSA and EEO/Affirmative Action
- Principles and practices of payroll administration, and personnel record keeping and reporting.
- Wage and salary/benefit administration principles and practices.
- Principles for job evaluation and analysis.
- Principles and methods of training and education.
- Principles of mathematical and statistical computations.
- Aptitude and knowledge of the Microsoft software suite (Access, Excel, Word).

Skill or ability to:

- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Identify and resolve sensitive and complex employee relations issues.
- Compile and maintain complex and extensive records and prepare reports.
- Maintain confidentiality of sensitive information and data.
- Communicate effectively, in writing, orally, and interpersonally.
- Attend to detail.
- Demonstrate sensitivity to confidential issues.
- Administer, manage and maintain data integrity.
- Aptitude to improve efficiencies through technology and software/database management.
- Demonstrate flexibility, creativity and sensitivity in response to evolving and difficult personnel situations.
- Exercise sound professional judgement.
- Effectively prioritize, organize and multi-task.
- Demonstrate initiative and ability to work independently.
- Learn, interpret and keep abreast of current policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands:

Ability to read, write, understand, analyze, and apply complex concepts and technical publications and documents pertaining to assigned programs and functions. Ability to work in a standard office environment.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a Bachelor’s degree in a related field such as accounting, finance, human resources, business administration, organizational development, management. The position requires **five** or more years of increasingly responsible job-related work experience in human resources to include recruiting, position/salary analysis (classification), job description writing, organizational development, employee relations. Experience in a governmental agency is desirable. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate: Valid driver’s license.

Supervision Received:

General direction of the Human Resources Director.

Supervision Exercised:

Provide daily direction to HR team members. Act as lead on technical issues and special projects in the office. Provide general direction to City leadership in the absence of the Human Resource Director.

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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