

**Title:** HR Generalist – Classification and Compensation

**Class Code:** 2273

**PG:** 49

**Date:** 09/08

**Status:** Civil Service

**Position Reports to:** HR Specialist – Classification and Compensation

**Department:** Human Resources

### **GENERAL DESCRIPTION OF CLASS**

This is responsible Human Resource work in the performance of a variety of assigned tasks in the Classification and Compensation Office. An employee in this class is responsible for carrying out various department assignments and for assisting in the more difficult aspects of human resources administration. A high degree of initiative and independent judgment is required within the framework of established policies, procedures and instruction. Work is reviewed by the HR Specialist- Classification and Compensation.

### **ESSENTIAL FUNCTIONS:**

1. Participates and conducts position surveys in order to help determine job classifications and provide current wage and salary information to the City.
2. Assists in writing job specifications and conducting job analysis.
3. Assists in performing wage and benefits surveys by performing statistical analysis and interpreting data.
4. Conducts or assists in conducting position surveys as necessary and makes recommendations regarding proper job classifications for the various positions in the City; writes job descriptions.
5. Conducts research, compiles data and performs statistical analysis in order to prepare for collective bargaining negotiations.
6. Maintains Position Management System in concert with the Finance and Information Systems Department.
7. Assists in the evaluation of human relations and work related problems among employees and participates in meetings with supervisors and managers in order to discuss possible effective remedies.
8. Writes and approves job descriptions for all City positions, including reviewing and editing those submitted by other departments and conducts job audits as needed in order to verify information.
9. May assist in the collective bargaining process or assist in conducting supervisory and management training relative to such agreements.
10. Assists in conducting Wage and Hour audits in accordance with Federal Guidelines.
11. Assists in the implementation and monitoring of Wage and Hour compliance in accordance with The Fair Labor Standards Act.
12. Assists in implementing PeopleSoft Human Resource Management System modules throughout the city.
13. Uses various computer programs to analyze and/or present information in the form of tables, reports and/or diagrams.

### **ADDITIONAL RESPONSIBILITIES:**

1. Participates in the development and implementation of various Human Resource and Organizational Development initiatives.
2. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of modern Compensation and Classification systems and programs.
2. Knowledge of modern personnel management techniques and methods, including employee and labor relations.
3. Knowledge of the organizational structure of a medium to large municipality or equivalent employer.
4. Knowledge of the various laws and regulations pertaining to municipal personnel administration.

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5. Skill in preparing written reports, research and survey data.
6. Skill in the operation of HRIS and report writing software programs.
7. Ability to make independent judgments and to solve minor administrative problems.
8. Ability to listen effectively to others.
9. Willingness to maintain confidentiality of departmental records and sensitive situations.
10. Willingness to work hours necessary to perform the functions associated with this position in order to meet operational needs.
11. Willingness to establish and maintain effective working relationships with supervisor, co-workers, other City employees and the general public.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with major course work in personnel administration or business administration.
2. Two (2) years of progressively responsible experience in human resource work. Experience in Compensation and Classification activities preferred.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Professional certification in the field of Compensation and Classification preferred.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.