
Job Title:	Human Resources Generalist	Department:	Human Resources
Reports To:	Human Resources Director	FLSA Status:	Exempt
Pay Grade:	11: \$47,328 – \$70,992	Hiring Range:	\$50,000-\$65,000 DOE
Work Location:	City Hall (5 East Butler Road)	Hours:	8:30am-5:00pm M-F

Job Summary: Under regular supervision, performs human resources related functions including, but not limited to: Employee relations, training, benefits administration, personnel policy enforcement, recruitment and selection, and compliance with all labor relation laws. Reports to Human Resources Director.

Essential Duties and Responsibilities:

- Provides guidance and clarification to supervisors and employees regarding the City's Personnel Policies, employment laws and regulations.
- Assists with the full employee life cycle; to include talent acquisition, interviewing, New Hire orientation, development, engagement, career progression, retention, recognition, performance appraisals, exit interviews, etc.
- Conducts Exit Interview meetings with employees, determines causes, compiles data and information, shares finding with management, supplies exiting employee with Separation Information Letter and explains process.
- Ensures City-wide compliance with federal, state and local employment laws, benefit laws and regulations.
- Assists in the analysis of City-wide performance appraisals to ensure accuracy and conformance with guidelines; assists in the analysis of personnel, pay and compensation data as needed.
- Utilizes Human Resources Information Systems (HRIS); performs configuration and setup, personnel transactions, and payroll integration.
- Designs, develops and conducts research, studies and evaluations as assigned; provides related analyses for managerial decision-making and special projects.
- Ensures compliance with records retention and maintains schedule for destruction.
- Ensures insurance and retirement enrollments are completed and submitted in a timely manner. Ensures that proper payroll deductions are being taken out of paycheck, completes new hire reporting and ensures employee paperwork is in correct file (medical, I-9's, etc.).
- Works directly with the HR Director in preparing, setting up, and working all HR-sponsored employee functions.
- Assists in the development and implementation of HR policies and procedures. Ensures the policy and procedures are followed.
- Prepares a variety of confidential documents, government mandated reports, and correspondence as directed.
- Assists HR Director with safety matters including but not limited to relying information to Department Heads on outcomes of accidents.

Minimum Qualifications:

- Bachelor's degree in human resource management or a related field.
- Three (3) years of experience in HR or a related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Excellent organization, oral and written communication skills, and comfort with managing and initiating change with the ability to manage multiple projects is required.
- Knowledge of federal and state labor laws.
- Proficient with Word, Excel, and PowerPoint.
- Must have a professional, approachable, and pleasant demeanor.
- Must have a valid South Carolina Driver's License.

Preferred Qualifications:

- Experience with SmartFusion HRIS system preferred
- SHRM Certification preferred
- PEBA experience preferred

Working Conditions:

- Work is primarily conducted in an office setting with frequent off-site meetings.
- Occasional evening and weekend work is required.