

Job Title:	HR Generalist	Department:	Administration
Reports To:	HR Director	FLSA Status:	Exempt
Pay Grade:	11: \$59,817.85– \$89,726.77	Hiring Range:	\$60,500-\$72,000 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 HRIS system; 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 HRD 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 being followed.
- Prepares a variety of confidential documents, government mandated reports, and correspondence as directed.
- Assists HRD 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 Qualification:

- 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.