

City and Borough Sitka, Alaska**Class Specification**

Class Title	Human Resources Generalist I
Class Code Number	1045
FLSA Designation	Non-Exempt - Confidential
Pay Grade and Range	27
Effective Date	July 2022

General Statement of Duties

The Generalist I position is responsible for developing partnerships across the organization to deliver value-added human resource services to City leadership and its employees consistent with the City's business objectives. The generalist maintains an effective level of business literacy about the City's financial and operational position, its midrange plans and culture.

Distinguishing Features of the Class

No direct supervisory responsibilities. Serves as a coach and resource for line managers/supervisors and employees. Receives moderate supervision from the Human Resources Director. This position requires the use of independent judgement, discretion, innovation, initiative, and a high level of confidentiality. This is the first point of contact for employees, citizens, guests, and visitors.

Examples of Essential Work (Illustrative Only)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Maintains effective and accurate lines of communication with the Human Resources Director.
- Performs a wide variety of technical and complex administrative tasks and functions supporting the Human Resources Director and CBS employees.
- Consults with line management and employees, providing HR guidance when appropriate.
- Analyzes trends and metrics in partnership with the HR Director to develop and/or revise solutions, programs, and policies.
- Identifies and resolves general employee relations issues. Conducts effective, thorough, and objective investigations.
- Maintains good working knowledge of legal requirements related to day-to-day employee relations issues, risk mitigation and ensures compliance with applicable City Ordinances, policies, collective bargaining agreements and state/federal laws rules, regulations and posting requirements.
- Administer employee voluntary and mandatory benefit programs (includes Worker's Compensation, COBRA and FMLA), etc.
- Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, performance management actions).

- Coordinates the City's drug and alcohol testing programs
- Provides a broad range of human resources reporting activities to meet federal, state, local and City requirements
- Coordinates the employee evaluation process.
- Highly organized with the ability to multitask and work under pressure most of the time
- Collaborate with payroll to ensure edits, corrections and reporting are completed in an accurate and timely manner
- Works closely with leaders and employees to improve work relationships, build morale, and increase productivity and retention.
- Responsible for all HR information management and storage
- Partner with IT to ensure up to date human resource website content
- Provides basic HR policy guidance and interpretation.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Manages recruitment, onboarding for new hires, promotions, and transfer processes.
- Leads, facilitates, and implements all phases of the recruitment process.
- Identifies and implements efficient and effective recruiting methods and strategies based on the role, industry standards, and the needs of the organization.
- Manages the job posting and advertisement processes.
- Screens applications and selects qualified candidates.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, scheduling, attending, and conducting interviews with managers, directors, and other stakeholders.
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Ensures compliance with federal, state, and local employment laws, regulations and company policies.
- Attends and participates in high school/college job fairs and recruiting sessions
- Participates in evaluation and monitoring of onboarding and human resource training programs to ensure goal attainment. Follows up to ensure training objectives are met.
- Performs other related duties as assigned or as required by the job.
- Understands the importance of an inclusive and respectful work environment.
- Performs other duties as assigned or required by the job.

Required Knowledge, Skills, and Abilities
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- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances and policies.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Ability to communicate clearly, effectively, and respectfully in stressful situations
- Willing and able to positively provide and receive performance feedback and coaching
- Basic understanding of compensation systems and processes

Acceptable Experience and Training

- Minimum of 1-2 years of experience in a human resource business partner or generalist role.
- Working knowledge of multiple human resource disciplines, including compensation practices, employee and union relations, performance management, and federal and state respective employment laws
- Minimum of 1-2 years of recruiting experience in a high volume fast paced environment
- Associates degree preferred.
- High School Diploma or equivalent required
- SHRM or HRCI certification preferred or ability to obtain certification within 12 -18 months of employment

Required Special Qualifications

- Ability to create and verbally deliver professional presentations to both internal and external stakeholders.
- Must be proficient in a Windows environment, including word processing, spreadsheet, and database software; specifically excel and PowerPoint.
- Ability to Identify and maintain confidential information
- Valid Driver's License and driving record acceptable to the insurance carriers of the City and Borough of Sitka

Essential Physical Abilities & Workplace Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.
- Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer and keyboard.