

South Jordan City

Job Description

Title: Human Resources Generalist PT
Budget Code: 100330
Pay Grade: GH17

Effective Date: 12/13/2021
FLSA Classification: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform routine to advanced technical duties as required to support the total personnel program. Assure compliance with all applicable laws and requirements; coordinate implementation of employee benefits, and city-wide recruitments under the general supervision of the supervisor.

SUPERVISOR

Human Resources Director

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Accomplish performance goals established with the employee's manager.

Job attendance is required, except for authorized leave. Some, 40% or less of the essential job duties may be performed regularly from a remote location upon authorization.

Facilitate and monitor bi-weekly payroll changes/updates through data-entry in City's human resource information system (HRIS) and updating the Payroll Changes Memo. Participate in reconciliation of Payroll Changes Memo with Payroll Coordinator regularly.

Assist in the maintenance of insurance plan information and COBRA, annual open enrollment and coordination of benefits with payroll system. Responsible for ongoing new employee or volunteer orientations.

Responsible for city-wide recruitments, to include rating and ranking applicants, pre-employment testing, reference checks, track position requisition created for city vacancies or new positions, job offers, advertising, etc. in city human resource information system. Post on-going position announcements for the City to designated locations as required.

Provide daily customer service and routine assistance related to human resource activities for City employees and general public.

Conduct and oversee general human resource studies, audits, surveys, and projects within the human resource division as needed.

Participate and support development of regular employee trainings. Track training participation rates and ensure proper documentation is provided for employee training files.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor’s Degree from a regionally accredited college or university with major course work in business, human resources, public administration or related field.

AND

B. One (1) year of professional experience working in human resources or related field, preferably in the public sector or Six (6) month internship working in human resources.

2. Special Qualifications:

PHR or SPHR Certification preferred

Experience in the use of Munis, spreadsheets, and word processing preferred

3. Knowledge, Skills and Abilities:

Knowledge of human resource management principals, methods, and techniques, and ability to apply these in a quality orientated environment. Ability to resolve complex issues; develop and communicate new policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to apply the principals, theories, and concepts of basic accounting as applied to payroll administration.
Ability to create reports through available sources.

Ability to learn and provide interpretation of departmental policies and procedures.

Ability to maintain confidential information in a skilled manner consistent with the human resources profession.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Subject to extended exposure to computer visual display terminals.

Considerable exposure to stressful situations as a result of human behavior and deadlines.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Position Code:	Part-Time HR Generalist	EEO-4 Class:	Prof
Location:	Human Resources	EEOP Class:	Prof
Group/BU:	Part-time General Pay Plan	Tech-Net Match:	190