

# **CITY OF ANACORTES**

Position Description

06/01

**JOB TITLE:** Human Resource Generalist

**CLASSIFICATION:** Non-exempt

**DEPARTMENT:** Human Resources

**REPORTS TO:** Human Resource Administrator

**PRINCIPAL PURPOSE OF JOB:** Administers various human resource plans and procedures for all City personnel; assists in the development and implementation of human resource programs. Acts as a liaison with City employees, outside agencies, and the general public.

**LEVEL OF AUTHORITY:** Performs routine duties independently, setting priorities and scheduling own work in accordance with established and general policies and procedures requiring regular interpretation. Is responsible for sound judgment, thoroughness, and competence, where failure to perform effectively and efficiently could have serious impact on public relations, employee effectiveness, and the efficient use of resources.

**WORK ENVIRONMENT:** Work is performed in a fast-paced office setting with frequent interruptions. Requires ability to communicate well in difficult situations. Occasional need to drive a vehicle to other work locations.

## **ESSENTIAL JOB FUNCTIONS**

1. Assists department in carrying out various human resources program and procedures for all City employees.
2. Participates in developing department goals, objectives, and systems.
3. Performs clerical duties as necessary while acting as a customer service representative. Recommends new approaches, policies, and procedures to effect continual improvement in efficiency of department and services performed.
4. Performs benefits administration to include claims resolution, change reporting, approving invoices for payments, and communicating benefit information to employees. Coordinate COBRA benefits for eligible employees.
5. Conducts recruitment efforts for all employees; conducts new-employee orientations; writes and places advertisements. Prepares all correspondence pertaining to recruitment and hiring. Participate in interview and assist management in hiring processes.
6. Maintains OSHA Accident reports. Maintains records, reports, and logs pertaining to Labor and Industries claims. Member of the City's Safety Committee.
7. Maintains compliance with federal and state regulations concerning employment.
8. Leads wellness committee and coordinates activities to meet City's Wellness Program goals. Create and distribute wellness newsletter.

9. Handles employee relations counseling.
10. Assists in organizational training and development efforts.

**ADDITIONAL JOB FUNCTIONS**

1. May perform portions of the work of higher classified positions, as assigned.
2. May perform duties of similar complexity in any City department, as assigned.

**QUALIFICATIONS**

Technical

1. Requires a bachelor's degree, OR
2. Three years experience in the Human Resource field.
3. Requires considerable knowledge of principles and practices of human resource administration. Demands effective oral and written communication skills, excellent interpersonal skills. Requires excellent memory and organizational ability, in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines. Attention to detail and accuracy required.
4. Requires computer literacy.
5. Must possess a valid Washington State driver's license.

Physical

1. Ability to sit at a workstation for extended periods.
2. Ability to stand, work, and drive throughout the day.
3. Occasional ability to lift, carry and put away parcels weighing up to 35 pounds.

**OTHER**

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job.
  
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.

**Are you able to perform the essential functions of this job with or without accommodation?**

Yes \_\_\_ No \_\_\_

**If testing is required, will accommodation be necessary?**

Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

