CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title: Human Resource Generalist
Department: Administrative
Reports to: Assistant Township Manager
Position(s) Supervised: None
Employment Status: Full-Time; Non-Exempt
Pay Grade: 5

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Assistant Township Manager and Township Manager, the Human Resource Generalist coordinates and implements human resource management activities of the Township to maximize the strategic use of human resources and maintain functions such as employee compensation and benefits, recruitment, risk management, personnel policies and regulatory compliance.

ESSENTIAL FUNCTIONS:

1. Maintains knowledge of legal requirements and government reporting regulations affecting human resource functions and ensures policies, procedures, and reporting are in compliance.

2. Works with the Township Manager, Assistant Township Manager and department heads to recruit, interview, test, and select employees to fill vacant positions.

3. Plans and conducts new employee orientation. Reviews all benefits, policies relating to paid time off, retirement, pay periods, time keeping, leaves of absence, and employee conduct.

4. Keeps records of benefit plans participation such as insurance and retirement plans, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.

5. Assists management with issues relating to interviewing, hiring, terminations, promotions, performance review, safety, discipline and sexual harassment.

6. Responds to inquiries regarding policies, procedures and programs.

7. Administers benefit programs such as life, health, dental and disability insurances, pension plans, paid time off, leave of absence and employee assistance.

8. Serves as the safety officer for the Township and assists Township Departments in developing, administering and complying with local, state and federal safety standards.

9. Assists Township Manager in investigating work related accidents and preparing reports for insurance carrier. (Workers Compensation and OSHA)
10. Prepares and administers payroll.

11. Assists in conducting wage and benefit surveys within the municipal labor market to determine competitive wage rates.

12. Manages risk management activities of the Township including property, liability and casualty insurance, short and long-term disability, life insurance and workers compensation programs and claims.

13. Maintains knowledge of the Township Hall front desk operations and assists when required or assigned.

14. Other duties as assigned.

**BASIC SKILLS AND KNOWLEDGE:**

1. Expert knowledge of Human Resource Law (HIPPA, FLSA, FMLA, ACA, ADA, etc…)
2. Strong verbal and written communication skills.
3. Must have good administrative and organizational skills.
4. Must have good interpersonal skills.
5. Must be able to use discretion, be honest, and maintain employee confidentiality.
6. Must possess good problem-solving skills

**MINIMUM EDUCATION & BACKGROUND:**

- Bachelor’s degree in Human Resource Management, Organizational Studies, Public Administration or a related field.
- Minimum of three (3) years progressive experience in Human Resources or a related field.
- Combination of education and experience acceptable.

**MINIMUM ENVIRONMENTAL EXPECTATIONS:**

- Little or no exposure to noise, heavy machinery or hazardous materials.

**MINIMUM PHYSICAL EXPECTATIONS:**

- Position requires keyboarding, telephone work and filing.
- Position requires extensive periods of time working on the computer.
• Position requires the ability to push, pull or lift as much as 25 pounds.

REVIEW AND APPROVAL:

____________________________________  ______________________
Position Incumbent                        Date

____________________________________  ______________________
Supervisor                                Date

*The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements for the position.*