



37.5 Hrs.	HR Generalist	Job Description	
Direct Report	Town of Reading Human Resources Director	Grade	G \$55,376 - \$68,854
Department	Administrative Services	FLSA	Non-Exempt
Division	Human Resources	Bargaining Unit	Non- Union
Date	November 2015	Location	Town Hall

Summary

The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting designated departmental and organizational functions. This position carries out responsibilities in the following functional areas: benefits administration, HR administrative support, employee relations, training, performance management, onboarding, policy implementation, payroll, accruals, recruitment/employment, and employment law compliance.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Administers various human resource plans and procedures for Town personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
- Participates in developing department goals, objectives and systems.
- Assists as needed with benefits administration to include claims resolution, change reporting, reconciliation of deductions and billing processes, and communicating benefit information to employees.
- Assists in preparation of audit reports; EEO-1 reports; maintain other records, reports and logs to conform to EEO regulations.
- Assists with the recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations and monitors career-pathing and professional development program.
- Assists in employee relations counseling, outplacement counseling and exit interviewing.
- Participates in administrative staff meetings and attends other meetings and seminars. Maintains company organization charts and the employee directory.
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
- Maintains human resource information system records and compiles reports from the database.
- Maintains compliance with federal and state regulations concerning employment.

Peripheral Duties

- Serves on employee committees as required.

Competencies

Human Resources Capacity

Personal Effectiveness	Credibility / Confidentiality	Thoroughness
Collaborative Skills	Communication Proficiency	Flexibility
Ethical Conduct	Project Management	Problem Solving/Analysis

Supervisory Responsibility

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in the department.

Travel

Little to no travel is expected for this position.

Minimum Qualifications

1. Associate’s Degree in Human Resources, political science, human resources, business management or closely related field, and
2. Five (5) years of related experience or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines and utilizes the typical office storage equipment such as file cabinets, shelving, desks, etc.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Work Hours

This is a full-time position with typical 37.5 hours per week. Days and hours of work are Monday, Wednesday and Thursday 7:30 AM to 5:30 PM, Tuesday 7:30 AM to 7:00 PM. Up to 15 hours per week will be shared with the Reading Public School Human Resource Department.

Additional Knowledge, Skills and Abilities:

1. Working knowledge of the principle practices of human resources administration, records management;
2. Ability to establish and maintain professional working relationships with staff, supervisors, department heads, and deliver a high level of customer service to members of the general public;
3. Ability to maintain confidentiality, communicate effectively, multi-task and prioritize.
4. Knowledge of computer software including Microsoft office, MUNIS and ability to learn programs as changes occur.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs

The Town of Reading is an equal opportunity employer

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____