

# Job Description

<b>Human Resource Use Only</b>
<b>Position Number:</b>
<b>Step/Grade - I</b>
<b>Effective Date: <u>06/201601/2018</u></b>

## POSITION IDENTIFICATION

**Position Title:** Human Resources Generalist  
**Division:** Human Resources  
**Status:** Full-Time Non-Exempt Salary ~~(29 hours a week)~~

## SUPERVISORY RELATIONSHIPS

**Reports to:** Human Resources Director

## POSITION PURPOSE

Provides human resources guidance and supports the City of Manitowoc employees. This position is responsible for performing a variety of responsibilities related to the recruitment, retention, and development of City employees, while supporting the overall Human Resources department goals and objectives. The work is performed under the direction of the Human Resources Director.

## ESSENTIAL DUTIES

- Works closely with the Human Resources Director and Personnel Committee in all matters relating to human resources and labor relations, including collective bargaining and all personnel matters.
- Administers unemployment and worker's compensation insurance program, including investigation of claims and the compromise of claims.
- Performs benefit administration to include claims resolution, reporting and analysis, approval of invoices, and management of open enrollment and employee benefit questions.
- Consults with and advises managers on employee relations and the discipline process.
- Assists in administration of labor grievances, mediation and arbitration. Researches and develops data to assist in effective labor negotiations.
- Conducts recruiting activities for all open positions throughout the City including, but not limited to, preparation of advertisements and employment bulletins; screening of applications; selecting and administering employment or promotion tests and selection procedures; preparing/conducting interviews; conducting reference and background checks; performing additional follow-up in accordance with Wisconsin Statutes and City policy as needed.
- Maintains and implements Family and Medical Leave Act Policy.
- Maintains all employee files including personnel, medical, worker's compensation, and I9. Responsible for record keeping practices aligning with appropriate laws.
- Maintains records to demonstrate compliance with federal and state laws, including but not limited to ADA, FMLA, EEOC, HIPAA, and FLSA.
- Assists Human Resources Director and City Attorney in investigating and resolving law or policy violations by employees.
- Member of the Safety Committee with oversight of the Safety Program, enhancing the safe workplace goals for the city.
- Administers various human resources plans and procedures for all company personnel;

assists in development and implementation of personnel policies and procedures; prepares and maintains employee policy manual.

- Participates in Personnel Committee meetings and attends other meetings and seminars.
- Maintains company organization charts and employee directory.

## **OTHER DUTIES**

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Attends other meetings and performs others duties as required.

## **MINIMUM POSITION QUALIFICATIONS**

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**Education:** Bachelor's degree in Human Resources or closely related field.  
**Experience:** Minimum of 2 years Human Resources experience.  
**Licenses:** Valid Driver's License is required.

## **KNOWLEDGE, SKILLS, & ABILITIES**

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Basic knowledge of Wisconsin labor law; the ability to analyze problems and present in a clear and concise manner; knowledge of personnel practice, collective bargaining, and employment law; must possess the ability to accept a wide variety of responsibilities, maintain confidence of Human Resource Director, the Mayor and Common Council; must possess critical thinking skills and strong interpersonal skills; Ability to concisely present legal facts, arguments, briefs, and communications orally and in writing; Ability to advise and provide interpretations to others on how to apply policies, procedures, and standards to specific situations; must possess the ability to communicate effectively with all City employees, the Mayor, Council members, and the general public.

## **BACKGROUND CHECK- Condition of Employment**

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## **PHYSICAL DEMANDS**

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The physical demands described 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 functions.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, and calculator equipment.

**Physical Effort:** The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

**Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.