**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 25,000-49,999**

Senior Human Resources Generalist

Description

This person in this position is responsible for assisting the Human Resource Director in implementing the Human Resource function for the City. This position will provide support in functional areas of the Human Resource Department including but not limited to benefits administration, employee relations and coordination of training and employee development programs. Functions as a senior level Human Resources professional in providing guidance and technical assistance to Human Resources and administrative support staff under the general supervision of the Human Resources Director. Works with the public and employees to explain City personnel policies, practices, and regulations. Conducts job analysis; writes job descriptions by coordinating with employees, supervisors and department directors. Maintains, updates, and reviews job descriptions submitted by departments to ensure compliance with policies and procedures. Makes recommendations to the Human Resources Director concerning job classifications and reclassifications; prepares and maintains classification reports. Ensures the City has qualified candidates for consideration to City positions. Conducts and participates in job interviews for vacant positions. Manages all benefits and leave programs. Manages training, employee development and wellness programs. Investigates, verifies and corrects errors and discrepancies on documents in order to process transactions accurately. Participates in preparation and monitoring of the departmental budget. Develops and implements annual open enrollment and employee health fair. Ensures City compliance with FMLA regulations. Acts as privacy officer to ensure that confidentiality of employees, applicants and retirees is protected. Administers retirement benefits. Oversees payroll administration and processing; directs implementation changes. Counsels with managers and employees and independently renders professional judgement regarding Human Resources matters or resolution of problems. Receives and responds to requests, complaints, concerns and general inquiries by the public. Provides information to Georgia Municipal Association as needed for annual actuarial valuation. Undertakes various projects as assigned by the Human Resources Director.

**Qualifications:** Requires a Bachelor's degree in Human Resource Management, Business Administration, Public Administration or related field; supplemented by five years progressively responsible and knowledgeable experience in human resources administration, demonstrating broad knowledge of policies, procedures, regulatory standards and operational requirements applicable to the field; or an equivalent combination of education, training, and experience. Desired PHR, SPHR, SHRM-CP, SHRM-SCP certifications. 2 years local government experience. Prior experience in billing reconciliations and insurance payables.

**Status:** Full-Time, Exempt