

HUMAN RESOURCES GENERALIST

PURPOSE: Provide professional human resources services to the staff and employees of the City of Duluth.

FUNCTIONAL AREAS:

1. Perform classification and compensation activities.
 - * A. Perform job analysis to develop job descriptions and job specifications.
 - * B. Perform job audits to determine proper classification of positions.
 - * C. Determine compensation markets and conduct and respond to compensation surveys.
 - * D. Perform job point factor evaluations to support recommended compensation for classifications.

2. Coordinate recruitment and selection processes.
 - * A. Develop examination announcements and advertise opportunities.
 - * B. Review applications and related documents, and make decisions to accept or reject applicants.
 - * C. Design employment exams, such as written tests, oral exams, education and experience ratings, practical skill sets, by reviewing, selecting or developing test materials to measure the job-related knowledge, skills and abilities required for the classifications; and reviewing materials as necessary with subject matter experts.
 - * D. Schedule and administer employment examinations, and create employment lists based on results.
 - * E. Assist hiring departments with the development of interview questions and processes.

3. Participate in employee and labor relations activities.
 - * A. Provide guidance to managers and supervisors on disciplinary and grievance issues to ensure compliance with rules, policies, and procedures.
 - * B. Conduct fact finding investigations related to grievances and other complaints.
 - * C. Provide interpretations of policies, procedures, contracts and civil service code.
 - * D. Assist management with preparing written disciplinary notices and grievance responses.
 - * E. Assist in preparations for labor contract negotiations by gathering information, analyzing effects of recommended proposals, recommending initiatives for contract changes, and drafting proposal language.
 - * F. Participate in negotiation sessions as required.
 - * G. Assist with negotiation of wage rates for new or amended classifications.

4. Assist with the development of organizational development strategies including quality improvement, performance enhancement, performance needs analysis, and making training recommendations.
 - * A. Create and/or administer surveys to determine training needs.
 - * B. Perform organizational studies of departments or divisions to determine areas for productivity improvement.
 - * C. Provide coaching and direction to management in performance appraisal and handling performance problems.
 - * D. Assist with the development and presentation of training programs for management and other employees.
 - * E. Provide support to training programs such as J.A.T.C. and tuition reimbursement.

5. Perform other related duties as assigned.
- * A. Administer disability management programs, including FMLA and non-FMLA medical, short- and long-term disability, and scheduling fitness for duty evaluations as necessary.
 - * B. Manage other leave programs as assigned.
 - * C. Coordinate the workers' compensation program.
 - * D. Direct activities of new employees on specific assignments or within an area of expertise, review their technical work, and recommend corrections or revisions as needed.
 - * E. Act on behalf of management in making public presentations, providing input to policy making bodies, or on other related matters as required.
 - * F. Testify at hearings on matters related to specific assignments or areas of technical expertise.
 - G. Represent employer on intergovernmental committees and task forces as assigned.
 - H. Perform other related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. Possession of a bachelor's degree in Human Resources, Business Administration, Psychology, or a field determined by Human Resources to be equivalent; plus two (2) years of verifiable experience which demonstrates possession of the knowledge, skills and abilities listed below; or
- ◆ B. A combination of verifiable education and experience determined by Human Resources to be equivalent.

Certification

- A. Certification by the Human Resource Certification Institute (HRCI) as PHR, GPHR, or SPHR preferred.

Knowledge Requirements

- ◆ A. Considerable knowledge of job analysis and job classification techniques and procedures.
- ◆ B. Considerable knowledge of test development and validation procedures.
- ◆ C. Knowledge of descriptive and inferential statistics including parametric and non-parametric techniques, research methods, hypothesis testing, and standards of significance and their effective use and application.
- ◆ D. Knowledge of the principles practices and application of labor relations and collective bargaining, and of labor law and regulations.
- ◆ E. Knowledge of workers' compensation law, sick leave and disability management techniques, and their effective use and application.
- ◆ F. Knowledge of performance management and the effective use of metrics in that application.
- ◆ G. Knowledge of the Equal Employment Opportunity Commission (EEOC) Uniform Guidelines on Employee Selection Procedures.
- ◆ H. Knowledge of federal and state laws and regulations related to human resource management.
- I. Knowledge of City of Duluth civil service code and labor agreements.
- ◆ J. Knowledge of the principles and practices of public administration and personnel

management.

Skill Requirements

- ◆ A. Skill in interpersonal communication.
- ◆ B. Skill in using a personal computer and associated software applications including word processing, spreadsheet, database and HRIS.

Ability Requirements

- ◆ A. Ability to communicate logically, persuasively, and accurately, both orally and in writing.
- ◆ B. Ability to communicate on a one-to-one basis and before groups to obtain or provide information.
- ◆ C. Ability to work independently and complete assignments from minimal information or under general instructions.
- ◆ D. Ability to work under pressure of time and conflicting demands.
- ◆ E. Ability to develop and maintain effective working relationships with co-workers, supervisors, other city employees, and citizens.
- ◆ F. Ability to read and comprehend complex materials, often involving legal and technical matters in which the individual has little background or knowledge.
- ◆ G. Ability to attend work on a regular basis.

Physical Requirements

- ◆ A. Ability to transport, usually by lifting and carrying, materials weighing up to 25 pounds test administration and presentations.
 - ◆ B. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - ◆ C. Ability to sit for extended periods.
 - ◆ D. Fine dexterity to use computer keyboard for extended periods.
- * Essential functions of the position
- ◆ Job requirements necessary on the first day of employment

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