



1330 S. Big Bend Blvd.
Richmond Heights, MO 63117

www.richmondheights.org

HR Generalist

Dept/Div: *Office of the City Manager*

FLSA Status: *Exempt*

General Definition of Work

Performs complex, skilled, technical work administering the City's human resource functions, and related work as apparent or assigned. Work is performed under the general direction of the Assistant City Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Manages the administration of human resources policies, procedures and programs.

Advises and assists the City Manager on personnel matters; counsels department heads, supervisors and employees on personnel policies and procedures; develops, maintains and interprets personnel policies, recommends changes and assists with implementation of new policies.

Manages recruitment and selection process for vacancies; prepares and posts advertisements; screens and interviews applicants; conducts background and drug and alcohol screenings; conducts new hire orientation and exit interviews; processes associated paperwork.

Administers, manages and coordinates employee benefits programs.

Oversees employee committees (Employee Appreciation Committee, Wellness Committee, and back-up for Safety Committee).

Responds to employment verifications and compliance inquiries.

Oversees employee relations, communications, and staff development.

Knowledge, Skills and Abilities

General knowledge of human resource programs and policies; thorough knowledge of regulations regarding the handling of employee records and files; general knowledge of department organization and functions; ability to operate personal computers, including knowledge of applicable software packages; ability to communicate ideas effectively orally and in writing; ability to gather and communicate information and instructions on employee policies and benefit programs; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Bachelor's degree required with coursework in human resources, or related field and considerable experience in human resources administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive

information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Professional in Human Resources certification within one year of hire.

Applicant Certification:

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisors. I am not related to any elected or appointed official or employee of the City of Richmond Heights.

Signature

Date