

## **CITY OF STONE MOUNTAIN CLASS SPECIFICATION**

**POSITION TITLE** : Human Resources Generalist  
**REPORTS TO** : City Manager  
**DEPARTMENT** : Administration

### **NATURE OF WORK:**

The HR Generalist is responsible for performing a wide range of human resources functions for the City of Stone Mountain, including recruitment, employee relations, benefits administration, and compliance with labor laws. This position plays a key role in ensuring that human resources practices align with the city's policies and legal regulations while fostering a positive work environment. The HR Generalist will work closely with department heads and staff to support the city's workforce and enhance organizational development.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### Recruitment and Staffing:

- Coordinate the full-cycle recruitment process, including posting job vacancies, screening resumes, scheduling interviews, and assisting in the hiring decision process.
- Ensure compliance with equal employment opportunity (EEO) guidelines and other applicable laws.
- Manage new employee onboarding and orientation processes, ensuring that all new hires receive necessary training and city policy materials.

#### Employee Relations:

- Act as a point of contact for employees on HR-related inquiries, concerns, and conflicts.
- Assist in resolving employee relations issues and provide guidance on best practices for maintaining positive workplace dynamics.
- Support management in disciplinary processes, ensuring compliance with city policies and procedures.

#### Benefits Administration:

- Administer employee benefit programs, including health insurance, retirement plans, and other city-sponsored programs.
- Assist employees with benefits questions, claims resolution, and open enrollment.
- Coordinate with benefits vendors and ensure accurate and timely processing of benefits-related tasks.

### Compliance and Policy Administration:

- Ensure the city's HR practices are in compliance with federal, state, and local labor laws, including FMLA, FLSA, ADA, and workers' compensation regulations.
- Update and maintain employee records and personnel files in accordance with city policies and applicable laws.
- Assist in the development, updating, and implementation of HR policies and procedures.

### Performance Management:

- Support the performance appraisal process, working with supervisors to ensure timely and accurate completion of reviews.
- Assist in creating and maintaining employee development plans and training opportunities. Advise on best practices for performance improvement and corrective action.

### Training and Development:

- Coordinate and facilitate employee training programs to ensure compliance and enhance employee skills.
- Assist in identifying and implementing staff development initiatives to promote employee growth and organizational efficiency.

### HR Data and Reporting:

- Maintain HR systems and prepare reports on HR metrics, such as turnover rates, staffing levels, and training completion.
- Analyze trends and make recommendations for improving HR processes and policies.

### Other HR Functions:

- Assist with special HR projects and initiatives as needed.
- Participate in city-wide staff meetings and provide HR updates as necessary.

## **DESIRABLE QUALIFICATIONS:**

### **Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 3+ years of experience in a human resources generalist role or similar position.
- Knowledge of federal and state employment laws and regulations.
- Strong interpersonal and communication skills, with the ability to work with employees at all levels of the organization.
- Excellent organizational and time-management skills, with the ability to prioritize and multitask.
- Proficiency in Microsoft Office Suite and HRIS systems.

**Preferred Qualifications:**

SHRM-CP or PHR certification.

Experience working in a government or public sector environment.

Experience with benefits administration and employee relations.

**Key Competencies:**

**Attention to Detail**

- Problem Solving
- Confidentiality and Discretion
- Communication and Interpersonal Skills
- Organizational Skills
- Conflict Resolution

**Requirements included in this class specification are subject to possible modification to reasonably accommodate individuals with disabilities.**

**Benefits include (but are not limited to) health insurance, life insurance, short-term disability, vacation and sick leave, retirement.**

**To apply: Interested candidates may email a resume to [sedmondson@stonemountaincity.org](mailto:sedmondson@stonemountaincity.org), or submit c/o City Manager, 875 Main Street, Stone Mountain, GA 30083 no later than 5pm Friday, October 25, 2024.**

**The City of Stone Mountain is an equal opportunity employer.**