

State College Borough

Human Resources Generalist

Job Description



REPORTS TO: Human Resources Director
ROLE & LEVEL: P2

DEPARTMENT: Administration
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Human Resources Generalist performs and provides a variety of administrative support functions in the day-to-day operations of the Human Resources Department, to include employee relations, training and development, benefits, compensation, organizational development, and employment. This position involves regular contact with the public, frequent exposure to confidential information and completion of complex correspondence and reports. Work is performed independently under limited supervision with considerable moderate latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides information and services to employees regarding various policies, employee benefits, salary administration, verification of employment, and other inquiries
- Tracks and compiles various types of data such as staff leave time, employee performance evaluations, pay increments, tuition reimbursement payments, etc., through the use of the human resources information system software
- Maintains personnel records; produces reports and information from the human resources information system, as needed
- Prepares various types of correspondence and reports; researches issues and provides recommendations for possible action
- Prepares, verifies and submits invoices for payment for employee benefits, including medical, dental, vision, and life insurance; makes changes as needed to reflect employment changes
- Assists in the implementation of various personnel policies by answering questions and providing explanations to staff regarding various procedures and policies
- Assists with salary administration; enters employee deductions and tracks evaluations; sends reminders and processes any salary changes
- Assists in the recruitment and selection process for Borough employment opportunities
- Assists in maintaining the Administration office's file system; retrieves information as requested by Council, staff and residents

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- Assists with and implements various projects, reports, and special events involving Borough departments, such as employee award ceremonies, police testing, and special meetings and events

Supervision:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general human resources operating procedures related to benefits administration
- Knowledge of the principles and practices of human resource administration, particularly as they relate to recruitment, insurance, classification and pay, and employee benefit activities
- Knowledge of local, state, and federal laws and regulations as they pertain to personnel and payroll administrative policies and procedures
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel, and PowerPoint)
- Skill in time management and work organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to organize documents, information, data, and materials and retrieve them readily as needed
- Ability to communicate effectively orally and in writing

MINIMUM QUALIFICATIONS:

Bachelor's degree in personnel administration or related field; supplemented by two or more years' human resources experience; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Certification as a Professional in Human Resources (PHR) or SHRM Certified Professional (SHRM-CP)
- International Public Management Association for Human Resources Certified Professional (IPMA-CP)
- Experience in benefits administration

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between State College Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date