
JOB TITLE:	HR/PR GENERALIST
DEPARTMENT:	FINANCE
REPORTS TO:	CITY ADMINISTRATOR
POSITION NUMBER:	A15100-5
STATUS:	EXEMPT

POSITION SUMMARY

This position is a mixture of Payroll and Human Resources duties. The generalist is responsible for recruitment and candidate selection, employee relations, compensation, employee record's retention, and organizational development.

MAJOR DUTIES AND RESPONSIBILITIES

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Administer employee benefits programs, including assisting employees with forms, researching information, answering questions, resolving problems, updating benefits data, and all facets of annual Open Enrollment.
- Serves as the initial point of contact for workers' compensation and prepares and processes workers' compensation claims, FMLA, Military Leave, and Short-Term Disability
- Process payroll for hourly, salaried, and temporary employees; including reviewing and importing hours from time and attendance system, entering tax and direct deposit information, administering regulatory requirements, e.g., garnishments, tax levies, and support orders, and other adjustments to pay as necessary.
- All required monthly, quarterly, and annual payroll tax reporting, such as 941, G7, DOL, W-2, and 1099 processing
- Conducts the City's annual salary survey and surveys from other organizations.
- Coordinates the City's Drug-Free Workplace program
- Chairs the City's Wellness Committee, coordinates wellness events, and manages wellness communications.
- Maintain and update the City's Defined Pension Plan; named Pension Secretary
- Coordinates employee events, meetings, training, and special events

- Performs a variety of administrative support functions, including scanning, filing, updating records, assisting applicants and employees, answering phones, and greeting visitors
- Performs other duties as requested, directed, or assigned

KNOWLEDGE

Knowledge:

- Considerable knowledge in benefits and retirement and payroll-related laws and regulations.
- Proficiency in interpreting relevant federal, state, and local ordinances governing human resources administration and management to include FLSA, FMLA, HIPAA, ADA, etc.
- Requires excellent interpersonal and communications skills with a collaborative, consultative and innovative approach to identifying opportunities and solving problems.
- Accounting principles and procedures
- Requires an understanding of federal, state, and local employment laws with the ability to communicate them meaningfully to management.
- Demonstrated skills in Microsoft Office suite (Outlook, Word, Excel, PowerPoint, and Visio).

SKILLS

- Excellent communication skills both written and oral.
- Must be detail-oriented and organized.
- Strong time management skills.
- Ability to write reports and make presentations before a large audience.
- Strong customer service skills
- Ability to perform multiple tasks.
- Strong people and analytical skills.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university AND One (1) year of professional human resource experience

OR

Four (4) years of professional human resource and payroll experience

Applications will be accepted until position is filled.

Apply at City of Auburn, 1369 Fourth Avenue, Auburn, GA or mail to Human Resources, P O Box 1059, Auburn, GA 30011, or Fax: 770-513-9255 or email: jbrown@cityofauburn-ga.org. A resume must be submitted with a city application available at www.cityofauburn-ga.org.

Offering a Competitive Salary of \$51,043.20 to \$75,420.80 and a Benefits Package.

The City of Auburn is an Equal Opportunity Employer, and Drug Free Workplace.