

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Senior Human Resources Generalist

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	1	Exempt	Human Resources	Human Resources Director

CLASS SUMMARY:

This position is responsible for coordinating a broad range of human resource functions. Responsibilities may include administering benefits; performing tasks related to recruitment and onboarding; and ensuring compliance with laws and regulations.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
2.	Administers benefits and other personnel plans, including: resolving benefits claims; communicating benefits information to staff; preparing benefits reports; and performing related tasks.
3.	Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
4.	Coordinates and presents new employee orientation materials.
5.	Reviews laws and regulations to ensure department compliance; enforces compliance with laws and regulations.
6.	Maintains personnel records, organization charts, and employee directories to ensure accuracy of information.
7.	Monitors unemployment claims by reviewing claims; substantiating documentation; requesting legal counsel review.
8.	Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
9.	Documents human resources actions by completing forms, reports, logs, and records
10.	Performs other duties of a similar nature.

TRAINING AND EXPERIENCE (positions in this class typically require):

Associates degree in Human Resources or related field preferred; 3-5 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- SHRM – CP Preferred

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KNOWLEDGE (position requirements at entry):

Knowledge of:

- Applicable federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Human resources policy and procedure development;
- Benefits practices;
- Employee relations concepts;
- Recruitment practices and procedures;
- Employee orientation requirements;
- Document retention.

Independent Judgment/Decision Making/Problem Solving:

Performs duties within scope of general authority policies procedures, and objectives. Analyzes problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to the supervisor.

SKILLS (position requirements at entry):

Skill in:

- Using computers and related software;
- Administering employee benefits;
- Preparing recruitment advertisements;
- Conducting employee orientation;
- Maintaining personnel records;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR