



<b>Employee Name</b>			
<b>Position Title</b>	Human Resources Generalist	<b>Department</b>	Human Resources
<b>FLSA</b>	Non-exempt	<b>Reports To</b>	Director of Human Resources
<b>Pay Grade</b>	8	<b>Unit</b>	Non-represented

### **Purpose of Position**

The purpose of this position is to perform a variety of recordkeeping, administrative, technical and software tasks including recruitment, employee relations, position, and salary administration. The work is performed under the direction of the Director of Human Resources.

### **Essential Duties & Responsibilities**

*The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.*

- Meets and screens department visitors while providing information to inquiries or refers to appropriate person or agency.
- Receives and screens telephone calls, schedules meetings, prepares correspondence, responds to inquires from employees, department heads, supervisors, elected officials, Commissioners, and applicants regarding Human Resources functions.
- Coordinates employee recruitment which may include classification advertisements, screens applications/resumes, creates interview questions, participates in candidate interviews, and new employee selections, performs record and reference checks, schedule applicable testing and extends employment offers.
- Conducts initial screening of Firefighter and Police Officer applications to determine eligibility; serves as primary contract for Police and Fire applicants; Coordinates interview, testing and hire dates; conducts reference and background checks on selected candidates; schedules applicable pre-employment testing and extends offers of employment.
- Coordinates the promotional testing process for Police and Fire employees.
- Processes new employee and rate/status change forms; enters employee information into payroll software; audits termination forms.
- Advises City supervisory personnel regarding contract, handbook, and policy interpretation, and position and salary administration to ensure compliance with collective bargaining agreements, employee handbook, and City policies.
- May advise supervisory personnel with discipline administration and assist in the administration of employee discipline and termination.
- Assists the Director of Human Resources with researching and updating City policies and procedures.
- Maintains Human Resources EEOC tracking and completes EEO-4 reports.
- Monitors and tracks position vacancies.
- Coordinates CDL training and testing for employees and tracks CDL requirements by position.
- Conducts exit interviews with departing employees.
- May assist in conducting internal investigations regarding employee misconduct, harassment complaints, discrimination, etc.
- Administers employee performance evaluation program and monitors eligibility for program.
- Conduct policy training for new employees and annual employee handbook training.

- Coordinates and schedules supervisor training and development programs.
- Monitors FMLA records from third party administrator.
- Coordinates United Way campaign and keeps track of United Way contributions, reports contribution to United Way.
- Coordinate special events for the City, including, but not limited to: Administrative Professionals Day, New Employee Breakfast, Service Recognition, etc.
- Coordinates snow removal sign up, leaf collection & summer laborer recruitment.
- Monitors city part-time and casual employee's eligibility for Wisconsin Retirement System, examine system reports and enrolls eligible participants.
- Prepares, audits, and files computerized employee data for annual IRS 1095-C reporting.
- Serves as Police and Fire Commission Secretary.
- Serve on the Diversity Equity Inclusion Team.
- Update and maintain job analysis screenings.
- Monitors jury duty and other leave requests.
- Maintains confidentiality of HIPPA, personnel matters, and applicant information.
- Update and maintain the HRIS platform (i.e. NeoGov).
- Maintains regular and predictable attendance.

### **Additional Duties & Responsibilities**

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*While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.*

- Facilitate and proctor civil service exams and other testing to applicants.
- Assists and counsels' employees in completing forms for insurance, retirement and income continuation. Completes employer forms for Wisconsin Retirement System.
- Completes salary surveys as requested.
- Provides basic information and assistance to employees regarding benefits.
- Monitors work assignments of Human Resources interns to ensure completion and accuracy.
- Assist with photo identification process and maintenance.
- Attends job fairs and recruitment events on behalf of the City.
- Orders flowers for bereavement and hospitalizations.
- Creates and modifies job descriptions as needed.
- Additional projects as assigned.

### **Minimum Training & Experience Requirements**

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- Associate degree in Human Resources Management or related field, with 1-3 years of experience in employee benefits administration, recruitment, worker's compensation and human resources issues; or a combination of education and experience that provides equivalent knowledge, skills and abilities.
- Valid driver's license required.
- Demonstrated proficiency in computer software such as Microsoft Office, Word, Excel, Outlook, etc. required.
- Previous recruitment experience required.
- Previous experience with presentations/public speaking and/or training preferred.
- Strong communication and listening skills required.

### **Physical & Mental Requirements**

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#### **Language Ability and Interpersonal Communication**

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria & standards.

- Ability to compare, count, differentiate, measure, and assemble.
- Ability to classify, compute, and tabulate data.
- Ability to advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as employment forms, grievances, union contracts, benefit forms, job bids, billing statements, requisitions, budget, payroll records, wage surveys, job postings, advertisements, job applications and resumes, benefit handbooks/manuals, service contracts, personnel policies, request for proposals, ordinances, resolutions, statutes, procedures, guidelines, and non-routine correspondence.
- Ability to communicate orally, and in writing with all City employees, Common Council members, union representatives, job applicants, attorneys, medical care providers, training personnel, benefit plan administrators, media, consultants, and the general public.

### **Mathematical Ability**

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

### **Judgement and Situational Reasoning Ability**

- Ability to use functional reasoning in performing influence functions such as supervisor, managing, leading, teaching and coaching.
- Ability to establish priorities.
- Ability to exercise the judgement, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgement criteria, as opposed to criteria which are clearly measurable.

### **Physical Ability**

- Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, calculator and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training such as data entry.
- Ability to exert light physical effort in sedentary to light work, but which may involve some stooping, lifting, carrying, pushing, and pulling.
- Ability to sustain prolonged visual concentration.

### **Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses a limited risk of injury.

*The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*