

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

HUMAN RESOURCES GENERALIST

Supervised by: Human Resources Manager

Supervises: No supervisory responsibility

Position Summary:

Under the general supervision of the Human Resources Manager, provides administrative and clerical assistance in support of the daily activities of the department. Handles routine personnel functions, and receives and answers inquiries from employees and the public.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Processes employment applications and assists with other employment and/or recruitment activities. Reviews applications for completeness.
2. Receives, screens and directs telephone calls, visitors and correspondence. Provides information regarding employment and recruitment processes.
3. Prepares and processes correspondence, records, documents, reports, billings and information requests. Updates references and manuals. Types, files and performs data entry.
4. Compiles, updates, and maintains employee personnel files and enters appropriate personnel data into the HR Online software.
5. Assists with the orientation for new employees, prepares new hire packets and original personnel files, and assures the completion of all benefit related forms. Also assists with preparing employee exit and separation information and forms.
6. Prepares and files injury and accident reports with Worker's Compensation. Coordinates safety training for employees and maintains accident and injury logs in accordance with state law.
7. Assists in the coordination of employee training programs.
8. Assists in completing wage and benefit surveys, developing job descriptions, and reviewing and developing personnel policies.
9. Compiles data from personnel records and prepares reports and research documents as directed.
10. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree or equivalent in public or business administration, human resources, labor relations or a related field.
- Two or more years of experience in labor relations, personnel administration or related field.
- Knowledge of the laws, statutes and regulations pertaining to employee recruitment, hiring, discharge, record-keeping, training, payroll, insurance and retirement.
- Knowledge of the principles and practices of municipal government operations.
- Knowledge of labor negotiations, contract administration and mediation.
- Skill in maintaining and updating records and documents.
- Ability to maintain records and prepare comprehensive reports on all matters related to personnel administration.
- Ability to establish confidential and effective working relationships and use good judgment when dealing with employees, Township Board members, Elected Officials, insurance providers and the public.
- Ability to solve problems and develop recommendations to address personnel issues.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to critically assess situations, solve problems, and work effectively under stress while juggling multiple projects within deadlines, and changing work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet.