

## **Position Description for Human Resources Generalist – Benefits, Safety and Wellness**

<b>Grade:</b> I	<b>Classification:</b> Exempt	<b>Total Pages:</b> 4
<b>Revision Update(s):</b> 1/05/2021		

### **POSITION PURPOSE:**

Under the direction of the Human Resources Director, shares duties in the coordination, preparation and implementation of the City's employee and retiree benefit programs, the City's safety program, the wellness program and to perform other duties as required.

### **ESSENTIAL DUTIES:**

Develops, modifies and administers systems for enrolling and orienting newly hired employees and advising employees of changing information in the benefit programs.

Acts as a liaison between benefit providers and City employees to interpret benefit provisions, process adjustments and to expedite any problems in receiving benefits.

Develops, monitors and administers processes for adjusting employee benefits upon termination of employment.

Develops and administers the processes to initiate and monitor insurance billings, payments, enrollment, membership, audits, COBRA and retiree insurance systems in conjunction with the payroll, accounting and human resources systems.

Develops and implements employee benefit communication programs including an employee benefits web-site, paper communications, training programs, and new employee orientations.

Schedules and reviews City benefits provided under City policy or applicable labor agreement; reviews applicable City policies and procedures and collects forms; processes and enters information into HRIS system and vendor sites; will be required to answer questions, explain procedures, and provide information to employees and retirees at the customer service counter.

Assists with annual benefits open enrollment by distributing and explaining benefits materials to City employees, data entry in Munis and vendor sites, and auditing of materials that are turned in.

Reviews, approves and monitors all City FMLA requests under the direction of the Benefits Manager.

Establishes and maintains effective public and working relationships with the general public, department heads, City personnel and various governing bodies.

Assists in conducting loss prevention surveys which involve the use of questionnaires, personal interviews, on-site observations, and review of accident/injury records. Summarize and analyze results, develop recommended solutions to deal with identified hazards, work with management and/or the Safety Committee to establish a plan of action and on-going hazard management systems to eliminate or moderate the identified hazards, develop a written report on the results of the survey, follow-up on the actions taken by the unit relative to the plan, and prepare final reports as necessary.

Conducts, coordinates, or assists in the investigation of accidents and/or injuries. Participate in the development of policies, procedures, and programs designed to reduce the incidence of job-related accidents and illnesses. Identify and work to eliminate hazards, and encourage safe working habits and environments.

Implements and facilitates the Safety Committee and the Wellness Committee; provides guidance and support to committee leaders on implementation of safety and wellness efforts.

Plans, organizes, directs and coordinates the safety training and development programs for the City; creates and presents training and/or selects outside vendors; develops annual budget and processes program expenses.

Develop, coordinate and maintain total wellbeing programming to encourage healthy lifestyles, reduce health risk and medical costs; includes development of wellness curriculum, events, and education.

Work with outside vendors (Health Center and EAP, for example) to increase participation in wellness initiatives and increase compliance rates for preventive screenings.

Prepares and processes wellness forms and information for payroll.

Establish relationships and consult with departments and employees to align efforts and reinforce a culture of wellness.

Keep abreast of current national wellness and wellbeing initiatives and activities, developing a network of resources and contacts to use as appropriate.

Serves as a backup to administrative staff, serving as front-line reception to employees, applicants, visitors, City officials, vendors, etc.

Ability to maintain strict confidentiality.

Maintains a consistent and reliable attendance record.

### **ASSOCIATED DUTIES:**

Performs related human resource duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Bachelor's Degree from a recognized college or university in human resources or related field required plus three years of work experience in a human resources department, or a bachelor's degree in human resources management, public administration or related field and two year's work experience in Human Resources.

Accredited post high school education in human resources management, information technology, labor or industrial relations, public administration or a closely related field may be substituted for the work experience requirement on a year for year basis.

Thorough knowledge of modern office practices, procedures and equipment.

Thorough knowledge of business correspondence forms, business English, spelling and basic arithmetic.

Considerable knowledge of computerized department program software, Internet access and database, spreadsheet and word processing programs.

Considerable knowledge of the policies, procedures and practices regarding human resources management such as employment, recruitment, selection, and benefit administration.

Considerable knowledge of departmental programs, operations and policy with respect to functions performed.

Working knowledge of billing payment processes and practices.

Working knowledge of related employment laws and regulations.

Working knowledge of the process used to gather and compile information related to human resources functions.

Ability to proficiently use word processing, database and spreadsheet programs such as Microsoft Office, Legistar, NEOGOV and Munis for Human Resources.

Ability to plan, organize, coordinate and effectively carry out a variety of assignments.

Ability to interpret rules, regulations and City policy and make appropriate decisions.

Ability to maintain accurate and detailed records and prepare complex reports and documents.

Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain effective working and public relationships.

Knowledge of basic principles and practices of employee health care and benefit programs and their administration.

Knowledge of the techniques involved in conducting investigations and research.

Knowledge of the basic principles and practices in the fields of personnel management and labor relations.

Knowledge of Health Care.

Knowledge of Federal, State and local laws, ordinances and regulations applicable to personnel and benefits including health care.

Ability to make sound independent decisions.

**SPECIAL REQUIREMENTS:**

None.

**PHYSICAL DEMANDS OF THE POSITION:**

Standing, walking, sitting and stooping; kneeling, crouching, balancing and bending/twisting; reaching, feeling, talking, and hearing; lifting, carrying, pushing/pulling, and handling, grasping, and fingering; filing, typing, writing, etc. The incumbent will be expected to physically visit worksites throughout the City in order to conduct safety studies.

**ENVIRONMENTAL/WORKING CONDITIONS OF THE POSITION:**

Stressful, fast-paced office environment.

Ability to complete time sensitive tasks with many interruptions such as phone calls and questions from employees and the general public.

**EQUIPMENT USED:**

Personal computer and keyboard, fax machine, calculator, telephone, copy machine, paper shredder, and other miscellaneous office equipment.

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I have read, and understand, the duties that are outlined in this document and hereby agree to the tasks and expectations as provided.

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Employee Signature

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Date

The City of Racine is an AA/EEO/ADA Employer.