

ROCKFORD HOUSING AUTHORITY

Job Description

Human Resources Generalist

SALARY LEVEL: SCHEDULE E, LEVEL 4 FLSA STATUS: EXEMPT

DEPARTMENT: ADMINISTRATIVE

SUPERVISOR: HUMAN RESOURCES MANAGER OR DESIGNEE

PRIMARY RESPONSIBILITIES:

A human resources support position in which the incumbent assists the Human Resources Manager to plan and carry out policies relating to all phases of human resources activities within the agency. The incumbent will manage payroll activity, paid leave and data entry required for the payroll system. The human resource generalist performs work of moderate difficulty in human resources, benefit administrative and payroll. A significant amount of decision-making and independent action is expected and required of the incumbent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains personnel records including, and not limited to insurance plans, retirement plans, hiring, promotions, performance reviews, terminations, recall, health and/or other confidential files.
2. Prepares payroll related documentation relating to insurance and other benefit deductions.
3. Processes documentation for payroll generating payments for payroll liabilities including health insurance, union dues, wage, salary, merit increases, and all other employee compensation and benefit related adjustments.
4. Prepares quarterly demographic reports.
5. Responsible for training registrations, travel arrangements and verifying travel vouchers for the HR Department.
6. Prepares and distributes job postings and advertisements.
7. Assists in the recruitment, interviewing, testing and selection of employees to fill vacant positions including scheduling interviews and coordinating communications and paperwork.
8. Sets up appointments for pre-employment physicals/drug screens. Processes background checks.
9. Plans and conducts new employee orientation to foster positive attitudes toward company goals. .
10. Processes Worker's Compensation claims notices working closely with the insurance company and doctors.
11. Receives Unemployment Compensation claims notices and supplies necessary employment information.
12. Maintains OSHA log and related forms.
13. Maintains applicant flow and employee personnel and salary records.
14. Initiates and processes all termination, retirement and wage adjustments paperwork as directed by HR Manager or designee.
15. Maintains all Human Resource department files.
16. Assists in development and presentation or coordination of in-house and outside training programs.
17. Provide Administrative support for the Human Resources Department and Programs

Competencies

1. Decision Making.
2. Crisis and Conflict Management.
3. Diversity and Inclusion.

MINIMUM QUALIFICATIONS REQUIRED AT TIME OF APPLICATION

1. Bachelor's degree (preferred) or Associate's degree (required) and two (2) years of successful work experience in a human resources or payroll support role with progressive responsibility.
2. Ability to handle confidential information with great sensitivity.
3. Proficient knowledge of wage-and-hour laws and regulations to efficiently process payroll and accruals.
4. Basic knowledge of pension plans, including maintenance, record keeping, and reporting requirements.
5. Knowledge of personnel policies and practices, EEO, etc.
6. Ability to remain discreet and maintain effective work relations with all employees, other departments and federal, state and local government representatives.
7. Ability to learn, utilize and train others in various software systems
8. Must be proficient in word processing, database, spreadsheets and Windows using a personal computer or other mobile device, and willing to demonstrate the same.
9. Must be able to respond to emergency calls.
10. Must possess a valid driver's license, be insurable by RHA and able to provide personal transportation as needed to perform duties (reimbursement will be made per RHA Travel Policy). A copy of current driver's license and personal vehicle liability insurance (if operating a personal vehicle while on RHA business) must be on file in Human Resources.

SCOPE OF AUTHORITY:

Contract and project management for selected agencies and projects. Makes decisions relative to the position and provides assistance and direction to employees, as needed. Audit procedures and practices related to regulatory requirements.

COMMUNICATION:

All communication will follow the guidelines set forth in the current Rockford Housing Authority's communication plan.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations for persons with known disabling condition will be considered in accordance with State and Federal law.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

OTHER DUTIES:

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may change at any time with or without notice.

EEO POLICY:

The Rockford Housing Authority does not discriminate against employees or applicants for employment on account of race, creed, color, national origin, sex, age, political or union affiliation nor any type of unlawful discrimination prohibited by applicable State and Federal laws. It is the policy of the Employer to take affirmative action to encourage and foster employment of minorities, women and disabled persons.

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