HUMAN RESOURCES GENERALIST

POSITION SUMMARY

The Human Resource Generalist will maintain the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing city policies and practices with the main emphasis on benefits administration.

Essential Duties:

- Maintains the benefits program for the City of Dickinson, initiates and ensures timely completion of all benefit enrollments.
- Prepares annual employee census and obtains quotes for benefit renewal to determine recommendations for executive staff regarding renewal options.
- Manage relationships with benefits brokers, carriers, vendors, and subject matter experts ensuring delivery of high-quality programs in accordance with industry best practices and legal compliance.
- Manages leaves of absence including FMLA, disability, and others as needed.
- Responsible for ACA tracking and filing.
- Assist with training and development as needed.
- Comply with the provisions of COBRA, HIPAA, ERISA, and other legal requirements.
- Manages and maintains the Cities HRIS systems, benefit and employee files/records.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and onboarding.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance; updates forms, policies and procedures as needed.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Strong organizational, planning, prioritizing, and administrative skills; ability to self-direct in a fast-paced, multi-task environment.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite.
- Proficient with or the ability to quickly learn the organization’s HRIS systems.
- Ability to handle confidential and sensitive information in a professional manner.

Judgment/Decision Making:

- Provides input and assists in the development of objectives, general policies and procedures related to HR functions within the established scope of departmental operational goals and plans.
- Required to provide solutions and proactive recommendations to procedural policy and personnel issues to be reviewed by HR Director.

RELATIONSIPS

Leadership/Supervisory Responsibilities:

- May guide and review the assignments and daily workflow of subordinate staff in the department.
- Will assist with training other staff members throughout the City.

Relations to Others:

- Position requires regular contact with employees and the public.
- Requires excellent communication skills to ensure employee or applicant requests are understood, documented, and addressed as necessary.
- Communications are generally one-on-one, but may occasionally involve small to large groups of people.

SKILLS

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Three years progressive human resource experience required.
- Or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.
- Society of Human Resource Management (SHRM-CP or SHRM-SCP), or Human Resources Certification Institute (PHR or SPHR) certification preferred.

Special Requirements:

- Valid Driver's License

WORKING CONDITIONS

Environment:

- Positions in this class typically require: sitting, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 frequently, 30 pounds occasionally.
- Must be able to access and navigate each department at the organization's facilities.

Classification and History: Grade 16 (G-16)
FLSA: Non-Exempt
Prepared by: CA Dassinger, HR Nameniuk10/2022
Updated: 12/21/2023 – Changed grade level per commission approval of wage study and 2024 budget SN. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.
City Commission Approval: 11/1/2022