

**POSITION DESCRIPTION**  
**Human Resource Generalist**

DATE: \_\_\_\_\_

REVISED DATE: \_\_\_\_\_

POSITION GRADE: \_\_\_\_\_

REPORTS TO: Executive Director

**POSITION SUMMARY:** Under limited supervision of the Executive Director, plans and directs activities to ensure proper administration of the Authority's total Human Resource program, and to provide direction and assistance to Authority management and employees with regard to Authority personnel policies and state and federal labor laws.

**ESSENTIAL FUNCTIONS:**

1. Plans, implements and directs the Human Resource program for the Authority, including the administration of benefits, payroll, employment, worker's compensation and unemployment appeal cases.
2. Directs a program of positive recruitment for filling vacant positions, and assists department heads in executing internal and external recruitment activities for new employees, ensuring compliance with all applicable policies, regulations and laws.
3. Administers employee and retiree benefits programs. Explains available benefits; coordinates the submission of related reports and forms; monitors employees' use of leave and other authorized absences; compiles and analyzes workers' compensation claims; initiates retirement/disability actions.
4. Ensures Authority compliance with federal and state employment laws, including EEO, AA, FLSA, FMLA, ADA, OSHA, COBRA, HIPPA, WC, etc.
5. Maintains the pay and classification system for the Authority.
6. Monitors and files appropriate claims for insurance reimbursements; monitors and files employee health insurance claims; coordinates procurement of all HUD-required insurance policies.
7. Maintains employee leave records for payroll purposes.

8. Ensures the completion of Human Resource functions and activities, including accepting applications for employment, placing employment advertisements, processing new hire/termination paperwork, assisting with new employee orientation, facilitating and monitoring performance evaluation procedures, completing and filing various insurance/benefits forms, verifying employment status, maintaining personnel files and payroll records, etc. Ensures employee personnel files and medical files are kept up to date.
9. Performs computer data entry to record and retrieve pertinent information.
10. Receives, reviews, prepares, and/or submits various records and reports including reports required by regulatory agencies, accident reports, invoices, attendance records, payroll records, insurance documents, budget documents, memos, correspondence, etc.
11. Operates a variety of equipment such as a computer, printer, fax machine, copier, calculator, telephone.
12. Interacts and communicates with various groups and individuals such as the Deputy Executive Director, Executive Director, elected officials, division directors, department heads, other Authority employees, retirees, applicants, attorneys, insurance representatives, various government agencies, and the general public.

**RELATED FUNCTIONS AND RESPONSIBILITIES:**

1. Maintains personnel records with accuracy and confidentiality.
2. Assists with special projects, including but not limited to grants.
3. Receives and routes complaints and concerns from residents and the general public.
4. Performs routine clerical tasks, including but not limited to copying and filing documents, faxing information, ordering supplies, processing mail, etc.
5. Schedules personnel grievance hearings.
6. Develops and implements policies, procedures and programs in accordance with Section 3 to increase resident employment or business opportunities.

**(CONTINUED)**

7. Monitors the implementation of the personnel policy. Revise or develop policies or procedures for operations in accordance with regulations.
8. Conducts exit interviews with resigning employees.
9. Performs related duties as required.

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

1. Ability to perform personnel and general administrative work with limited supervision.
2. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
3. Ability to work with computers, understand data handled, spot errors and problems and be able to make corrections.
4. Ability to handle confidential records with tact and discretion.
5. Knowledge of general office procedures, methods and equipment.

**EDUCATION AND EXPERIENCE:**

1. At minimum of three to five (5) years of responsible Human Services experience.
2. Requires a college degree in business administration, public policy or planning.
3. Any equivalent combination of education and experience will be considered.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid Florida motor vehicle operator's license.
2. Must be bondable.
3. Professional certification in the HR field (SPHR, PHR) is preferred.

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Employee Signature

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Date

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Department Head/Supervisor

