CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Human Resources Generalist – Classification & Compensation** **E-PLAN SG:E2-5**

DEPARTMENT: **Human Resources** **CS:N FLSA:N EEO4CODE:PR**

JOB SUMMARY:

Provides general Human Resources assistance to departments and employees under the guidance of senior staff. Provides information and guidance on policies and procedures and provides professional level assistance with special projects. Partners with the Classification and Compensation program lead to maintain the City's classification and compensation system; conducts job analysis; develops, reviews and revises job descriptions and classification specifications; gathers and analyzes complex salary and benefit information.

SUPERVISORY RELATIONSHIPS:

Reports to the Human Resources Services Manager. Works independently under general supervision and the guidance of applicable federal and State employment and EEO regulations, Civil Service Rules, labor agreements, and City and departmental policies and procedures. May receive technical guidance and assignments from senior human resources staff in a given functional area or project.

ESSENTIAL FUNCTIONS:

1. Provides advice and assistance to assigned departments based on knowledge of City policies, procedures, labor agreements, Civil Service Rules, and Human Resources principles and practices. Receives guidance from senior staff on issues and problems, depending on complexity or sensitivity.

2. Receives and responds to a variety of informational and assistance requests regarding Civil Service rules, Human Resources policies and procedures, and collective bargaining agreements. Troubleshoots issues and provides or coordinates assistance as needed.

3. Assists in administering salary programs to ensure equitable and competitive pay practices in compliance with the City's compensation philosophy and policies.

4. Conducts comprehensive job analysis to understand the nature of work and the knowledge, skills and abilities required to successfully perform in a given position. Reviews position with department representatives including supervisors, incumbents and subject matter experts; observes work in progress as required.

5. Develops, reviews and revises job descriptions and classification specifications. Documents recommendations; facilitates approval process and implementation.

6. Gathers and analyzes complex salary and benefit survey information; prepares summary reports and presents findings; makes recommendations as appropriate.

7. Receives and responds to requests for salary information on City jobs, including salary and benefits surveys. Provides information to departments on salary plans and salary placement procedures.

8. Performs a variety of tasks in support of the classification and compensation program including file maintenance and intranet/website maintenance.

9. Works collaboratively with departments to develop and administer selection processes. Develops and presents eligibility registers to Civil Service Commission for approval. Works with assigned Chief Examiner to resolve issues or disputes regarding Civil Service exams and develops appropriate information for Civil Service review and/or decision.

10. Facilitates hiring and placement by providing departments with information on Civil Service and City selection policies and appointment procedures. Receives and responds to information requests from candidates about various testing and employment matters.

ADDITIONAL WORK PERFORMED:

1. Conducts new employee orientations as assigned. Provides a variety of information, assistance, and advice on various human resources issues within knowledge and expertise level. Clarifies issues and identifies resources for problem solving.

2. Performs ad hoc information and data gathering projects; composes and drafts reports and documents as assigned. May be assigned to serve as project lead on projects within training and expertise.

3. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Job analysis, classification development, and organizational theory.
- Wage and salary administration, surveys, and procedures.
- Thorough knowledge of City departments, functions, activities and positions.
- Principles, policies, and procedures of developing and maintaining Citywide personnel records.
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing, spreadsheet programs and relational databases.
- Federal and State employment law, Civil Service Rules, and City personnel policies and procedures.
- Data collection and sampling techniques and statistical analysis.

Skill in:

- Demonstrated skill in project coordination with ability to adapt and respond quickly to changes in the work environment, manage competing demands and deal with frequent change, delays or unexpected events.
- Excellent oral communication skills, including public speaking and making presentations to groups such as the Classification and Compensation Committee, Civil Service Commission and City Council.
- Excellent written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary for producing a variety of reports, job descriptions and classification specifications, analyses and recommendations.
- Planning, organizing, problem solving and decision making.

Ability to:

- Work effectively on several projects concurrently.
- Provide excellent customer service to internal and external customers.
- Work with diverse populations.
- Work independently and make decisions within broad guidelines.
- Conduct self with poise and impartiality and appropriately handle angry or upset employees.
- Multi-task and manage multiple deadlines.
- Develop accurate and legally-defensible job descriptions, classification specifications and compensation recommendations.
- Respond to common inquiries or complaints from personnel, regulatory agencies, or the public.
- Compose, proofread, and edit job descriptions, classification specifications, general correspondence, reports, contracts, grievance responses, personnel policies and procedures, etc.
- Read, analyze, and interpret policies, procedures, collective bargaining agreements, job descriptions, classification specifications, contracts, government regulations, etc.
- Define problems, collect and analyze data, establish facts, and draw valid conclusions.
- Apply common sense understanding to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Read, interpret, apply, and explain rules, regulations, policies and procedures to prospective applicants, the public, City officials and employees.
- Maintain confidentiality of records and sensitive information.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
    - Frequently communicate accurate information and ideas with others;
    - Frequently move between work sites;
    - Occasionally transport objects weighing up to 25 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time at a computer workstation. May require extended hours and occasional weekend or evening work, as well as occasional overnight travel to conferences or training events. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree with major course work in human resources, public or business administration, or a related field. PHR or SHRM-CP certification may substitute for two years education.
- Two years professional level experience in human resources.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent on passing a criminal background check.

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