CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Human Resources Generalist – Selections & Recruitment** **E-PLAN SG:E2-5**

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

JOB SUMMARY:

Provides general HR assistance to departments and employees under the guidance of senior staff with a focus on recruitment and selection processes. Provides information and guidance on HR policies and procedures and professional level assistance with special projects. Conducts job analysis sufficient to establish content valid selection methodology and identification of ADA accommodation and/or classification issues for referral to senior staff. Develops internal and external selection processes and timelines to meet the needs of the hiring department. Conducts selection and recruitment activities consistent with the goals and intent of Civil Service and the applicable collective bargaining unit. Work is performed in a unionized environment.

SUPERVISORY RELATIONSHIPS:

Reports to the Human Resources Services Manager. Work is performed 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. Work is reviewed and may be assigned by Human Resources Analyst or Senior Analyst assigned as lead 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 from managers and employees over Civil Service rules, HR policies and procedures, and bargaining agreements. Troubleshoots issues and provides or coordinates assistance for departments as needed.

3. Performs job analysis to understand the nature of the 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. May recommend changes to job descriptions or recommend classification review. Identifies accommodation issues under the ADA and coordinates their resolution.

4. Develops selection and testing processes using information obtained from job analysis, job announcements, consultation with Human Resources Analysts and subject matter experts. Researches available testing methodologies through professional sources, contacts with other employers and testing services and other research. Develops selection tools including evaluation criteria and scoring standards. Composes correspondence, job announcements and other advertisements. Identifies and procures assistance from volunteer and staff evaluators, providing training and coaching in the assessment/evaluation role.

5. Works collaboratively with departments to develop and prepare selection process. 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.

6. 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.

7. Prepares offer letters and pre-employment materials for department to issue. Collects new hire information and forms. Coordinates or completes any necessary preemployment testing, certification or education checks, criminal history and references.

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

9. Performs special information and data gathering projects; composes and drafts reports and documents as assigned. May serve as project manager on projects within training and expertise.

ADDITIONAL WORK PERFORMED:

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Principles and practices of public personnel administration including methodology employed in testing, recruitment, selection, interviewing, placement, classification, job analysis, performance management, salary administration, benefits, labor relations, employee training and organizational development.
- Federal and State employment law, Civil Service Rules, and City personnel policies and procedures and the ability to interpret for others complex guidelines, codes, regulations, policies and procedures.

- Data collection and sampling techniques and statistical analysis.

Skill in:

- Excellent oral communication skills and the ability to establish and maintain effective working relationships with department managers, the Civil Service Commission, public officials, employees and their representatives, job applicants and the general public.
- Strong skills in problem analysis and decision making, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management and the ability to solve problems with and for individuals and groups.
- Strong writing skills for information reports, correspondence, test construction, etc.

Ability to:

- Demonstrated proficiency in using spreadsheet, word processing and database management software.
- Collect, compile and objectively analyze information and data.
- Gain a working knowledge of job analysis and salary administration.
- Interact with the public and co-workers using courtesy, tact and good judgment.
- Multi-task with attention to detail.
- Maintain confidentiality.
- Solve problems using good judgment.
- 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;
    - Occasionally move between work sites;
    - Frequently communicate accurate information and ideas with others;
    - Transport objects 10-25 pounds and infrequently to occasionally transport objects up to 40 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time at a computer work station. Work involves occasional field work where City field or satellite work is conducted. Works extensively at a computer workstation. Environment includes a customary range of noise and other distractions with low everyday risks working around standard office equipment. Occasional travel to conferences and training sessions. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree with major course work in HR, 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 upon passing a criminal background check

PREPARED BY: K. Johnson
1/20

REVIEWED BY: _____
Brian Heinrich
Human Resources Director

REVISED BY: