

Middletown, CT Job Description

Classification Title	Human Resources Generalist
Job Code	
Department	Human Resources
Union Group	Non-Representation
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to perform administrative and clerical tasks relating to personnel and human resources functions. Manages on-boarding functions and employee training. ~~complex and confidential administrative and secretarial functions under general direction in support of the Office of General Counsel and the Human Resources Director; and to administer Civil Service testing.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Schedules, administers and monitors tests for clerical, secretarial and custodial positions. ~~;~~ ~~notifies candidates;~~ ~~records and corrects tests.~~ ~~Assists with the administration of entry level written exams, schedules post-offer polygraphs and psychological tests for police and fire applicants.~~
- ~~Maintains all position description files within the classification plan, including changes, additions and deletions as directed by Common Council resolution.~~ Manages recruitment process. Creates new job postings, accepts applications and completes pre-employment paperwork. Drafts and sends official letters.
- ~~Prepares for all onboarding functions including scheduling of pre-employment physicals and drug screens, preparation of new employee forms, preparation of Notice of Appointments and confirmation letters for Mayoral signature, preparation of new employee orientation packets and reviews with employees, and data entry of all new employee information into the HR Source system.~~
- ~~Prepares, transcribes, types and prepares correspondence and documents from rough notes, dictation and transcription equipment;~~ Prepares and types a variety of reports, records, documents and correspondence. Provides customer service. May compose correspondence and other materials.
- ~~Assists in the preparation of the annual department budget; pays bills and monitors expenditures; prepares purchase orders, transfer of funds and additional~~

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~~appropriations. Maintains and updates Human Resources and Human Relations employee database.~~

- ~~Provides technical support in computer programs for the department. Develops and maintains confidential/restricted files, records, logs and databases; creates new and purges old files; oversees the destruction of department files. May maintain and update manuals, handbooks or brochures. Performs data entry functions. Assists with automation of records and produces reports from same. Administers and maintains City Photo Identification System.~~
- ~~Responsible for the administration and maintenance of the photo identification system.~~
- ~~Prepares all vacation shutdown claim slips and all pink slips required for unemployment compensation benefits for Crossing guards and/or terminated employees.~~
- ~~Responds to surveys received from other towns and organizations; and may research a variety of issues.~~
- Schedules and coordinates training, meetings and events. Coordinates various office functions, which including tracking includes tracking, monitoring and setting up general and specialized training for City employees. ~~may provide~~ Provides training directly in addition to outsourcing such training.
- ~~Prepares all eligibility lists and tabulates scores. May prepare and distribute Commission agenda and minutes; prepares resolution for Common Council approval.~~
- ~~Observes strict confidentiality in maintaining restricted records and files.~~
- ~~Answers phones and provides assistance; responds to inquiries; takes and relays messages. Meets with employees and the public and provides information on department or City procedures; may contact other municipalities and outside agencies regarding department functions.~~
- ~~Opens, date stamps, processes and distributes mail; prepares items for mail and prepares bulk mailings.~~
- ~~Orders office supplies and maintains and monitors inventory; may take annual inventory. May coordinate maintenance and repair of office equipment.~~

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- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~High school diploma or equivalent with vocational/technical training in Secretarial Science or a related field with three years of related human resources and administrative experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~ Bachelor's degree in related field and at least three years of experience in labor relations, human resources and administrative work.

Appropriate education substitutions can be made.

PREFERRED QUALIFICATIONS

Bachelor's degree in Political Science, Public Administration, Human Resources or Labor Law.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~ Knowledge of labor practices, laws, internal policies and Union contract provisions
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~ Knowledge of various certification requirements for city positions
- ~~Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, mail, purchase orders, lists, documents, directories, ordinances, statutes, procedures, guidelines and non-routine correspondence.~~
- ~~Requires the ability to communicate orally and in writing with Supervisor and all department personnel, other City departments, vendors and the public.~~

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- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other

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departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

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The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/07/15
Dates revised	