



**CLEARFIELD, CITY OF (UT)**  
invites applications for the position of:

## **Human Resource Generalist**

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<b>SALARY:</b>	\$25.04 - \$28.00 Hourly \$2,003.00 - \$2,240.00 Biweekly
<b>OPENING DATE:</b>	01/15/21
<b>CLOSING DATE:</b>	02/01/21 10:59 PM
<b>GENERAL PURPOSE:</b>	

Performs a variety of professional and advanced technical duties as needed to support a high functioning city; duties carried out autonomously or under general supervision including program maintenance and/or processes related to recruiting, employee recordkeeping, benefits, employee morale, safety, and payroll.

### SUPERVISION RECEIVED

Works under the general supervision of the Human Resource Manager.

### SUPERVISION EXERCISED

None

### **EXAMPLES OF DUTIES:**

Performs all duties associated with the recruitment for vacant and created positions in accordance with established policies and procedures. Constantly monitor and identify areas for improvement in the recruiting process and work to streamline through use of technology and available programming.

Communicate open position through internal posting channels as well as to all appropriate outside agencies and advertisers to ensure attracting the most diverse and qualified applicant pool possible. Explore creative and cost-effective recruitment methods and coordinate with internal marketing sources to establish a cohesive advertising brand.

Works with hiring managers to identify hiring needs, create and maintain job descriptions, conduct job evaluation, analysis, and re-classification when necessary. Analyze testing procedures, receives and processes employment applications, prepares interview questions, may rate and rank applications to create a certified list of eligible applicants, conducts testing of selected applicants. Depending on the need, may schedule appointments and interviews, advises, coordinate and/or participate in the selection process. All charged with verifying the correct disposition of candidates and makes conditional job offers as directed by hiring manager.

Oversee and assure that conditions of employment are met, i.e., schedules post-offer testing, drug tests, background, and reference checks, and collect and reviews results with applicable managers.

Performs complex payroll functions which may require resolution of complex problems, reconciling conflicting policies and procedures, and requires the knowledge of the policies,

procedures and regulations which govern a variety of payroll categories.

Performs payroll functions by assisting in maintaining and trouble-shooting issues with the HRIS systems, entering payroll maintenance which includes changing pay rates, withholding allowances, benefit deductions, and other authorized payroll withholdings; prepares biweekly and monthly payments related to retirement; prepares quarterly employment reports.

Assist employees with the timekeeping software which includes training employees and supervisors on the different functionalities of the program.

Maintains employee electronic employment records as well as the creation of paper personnel, DOT, and medical files. Generates, maintains, and tracks all documents related to applications, new hire forms, FMLA, evaluations, letters, benefit enrollment, W-4's, I-9's and ensures properly filing.

Responds to employment questionnaires and surveys; completes or responds to employment verification requests from various lending institutions, local agencies or other organizations with a legitimate need to know.

Assist in the creation, implementation, dissemination, and result gathering of an annual employee survey. After compiling feedback, help implement ideas and improvements suggested as well as coordinate with internal marketing to celebrate the cities successes.

Prepare and conduct unemployment hearings for all eligible form team members. Submit documentation to DWS in a timely manner. Coach managers through the hearing process.

Assist the HR Manager and department managers in conducting thorough investigations including, interviewing and documenting statements of employees and witnesses, reviewing facts for legitimacy, preparing detailed reports for decision makers and delivering results to employees. Also assists in the same manner with the discipline and grievance processes.

Assist with all health and retirement benefits administration in compliance with applicable policies and laws. Responsible for communicating benefits to new employees, collecting, and submitting new hire enrollment forms for processing in a timely manner. Assist employees in completing paperwork and benefit changes necessary due to "qualifying events". Forward all necessary changes to vendors in a timely manner and processing terminating employee benefit paperwork with the COBRA vendor.

Assist with benefit marketing. Understand the value of the benefits provided to employees and articulate it to new and current employees regularly to ensure employees understand all available benefits and the "hidden" value they are provided through the benefit package.

Assist in open enrollment activities including creating benefit packet, disseminating and collecting paperwork, coordinating benefit fair and entering benefit changes within the enrollment timeline.

Hold consistent office hours to provide human resource access to employees. Be available and willing to advise employees and distribute information regarding compensation, benefits, performance reviews, human resource policies and procedures.

Assist with the new hire orientation program by coordinating and conducting employee orientation on a regular basis; implementing new processes when/if needed.

Promote activities, incentive programs, and events. Assist in publicizing, planning and carrying out all current programs, while continuously striving to meet the needs of employees through improvements, changes and additions to current offerings.

Receives and processes workers compensation claims; assures proper notification of state agencies and insurance carriers; prepares monthly bill to insurance carrier; calculates annual premium for workers compensation payments; prepares OSHA accident reports.

Performs related duties as required.

## MINIMUM QUALIFICATIONS:

Education and Experience:

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- Graduation from college with a bachelor's degree in human resources, public administration or related field;
- AND
- Four (4) years of progressively responsible human resource work experience including but not limited to employment, staffing, compensation, benefits, training and payroll;
- OR
- An equivalent combination of education and experience.

Special Qualifications:

Preference given to those who have one or more of the following certifications:

*IPMA-CP; IPMA-SCP; PHR; SPHR; SHRM-CP; SHRM-SCP.*

***This position may be filled at a lower grade based on the qualifications of the selected candidate.***

## ADDITIONAL QUALIFICATIONS/INFORMATION:

Essential Functions, Knowledge, Skills, and Abilities:

**Working knowledge of** human resource methods, and practices; federal and state laws as they apply to personnel management practices; recruitment, interviewing and selecting applicants for employment; computer program applications and software programs; business and technical writing; interpersonal communication skills and bookkeeping and general accounting techniques most appropriate to computerized systems; personal/mainframe computer operations and applications; general office maintenance and practices; filing systems; letter composition, grammar, spelling and punctuation.

**Some knowledge of** laws and regulations governing accounting responsibility and payroll processing; general office management; inter-personal communication skills; basic public relations and the legal environment related to human resource management; benefit, retirement, and compensation laws and guidelines;

**Skilled in** the operation of computer terminal and data entry equipment.

**Ability to** work quickly and accurately with numbers; perform advanced mathematical computations; work under time pressures of meeting deadlines; communicate effectively verbally and in writing; maintain strict confidentiality related to payroll and wage information; develop and maintain effective working relationships with supervisor, fellow employees and the public.

Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.jobs.clearfieldcity.org>

Position #012021-113  
HUMAN RESOURCE GENERALIST  
RM

55 S State Street  
Clearfield, UT 84015  
801-525-2742

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## **Human Resource Generalist Supplemental Questionnaire**

- \* 1. What are the greatest challenges that HR will be facing now and in the future?
  
- \* 2. In which areas of HR do you have experience?
  
- \* 3. What do you think the differences may be for HR professionals in the public sector versus in the private industry?
  
- \* 4. What HR certifications do you have?
  
- \* Required Question