



**DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS**

**STAUNTON CITY SCHOOLS/CITY OF STAUNTON
POSITION DESCRIPTION**

JOB TITLE: Human Resources Generalist -City of Staunton	LOCATION: City Hall
IMMEDIATE SUPERVISOR: Chief Human Resources Officer	PAY SCALE: Grade 13
	FLSA STATUS: Non-Exempt

SUMMARY:

This position provides the technical support for the City of Staunton's Human Resource programs including recruitment and employment, training, compensation, and personnel actions. Works closely with the Human Resources Generalist and Specialist for Staunton City Schools and City of Staunton Finance Department specific to payroll tasks and the Virginia Retirement System.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Receives/processes all information and paperwork necessary for the establishment of an employee in Munis/Kronos;
- Enters and transmits automated personnel information for payroll processing including payroll changes for new hires, terminations, transfers, promotions/demotions;

- Performs technical payroll work; ensures HRIS (Munis) reflects accurate salary/benefit rates; identifies and corrects errors, reviews and verifies salary/benefits keyed into Munis;
- Assists in the review of final payroll processing; ensures accurate and complete information; identifies and corrects discrepancies and/or errors; submits corrected final edits for payroll processing;
- Processes all employee benefit information in Munis and respective online management system including health, dental, life, disability, flex spending, VALIC, AFLAC, health club memberships and other insurance/benefit plans; builds tables and updates Munis annually for rate and vendor changes;
- Prepares reports for management decisions and action on issues such as staffing, applicant hiring, monthly log evaluations; employee turn-over, benefit participation etc.;
- Is responsible for event, committee and activity coordination including but not limited to employee wellness fair, employee picnic, quarterly luncheons, and Staunton Employee Committee etc.;
- Assists in coordinating recruitment program activities, prepares and distributes vacancy announcements; provides information about job openings; logs, reviews, verifies and processes employment applications; works directly with Parks and Recreation specific to spring/summer hiring process; responds to applicants concerning job status and actions taken;
- Assists with new hire orientation/process; prints, sorts and assembles appropriate forms, handbooks, policies, information sheets and other documents for insertion into orientation packets; processes necessary background checks; tracks I-9 forms; completes physical paperwork and coordinates physical and drug screenings for new hires;
- Assists in responding to employee inquiries about but not limited to: FMLA, FLSA, COBRA, policies/benefits, worker's compensation; provides finance information to make employee payroll decisions under FMLA and worker's compensation;
- Assists in the administration of employee benefits including health/COBRA, retiree health insurance, dental, life, disability, flexing spending plan, or other insurance/benefits plans; assists in troubleshooting employee concerns;
- Assists with the development and delivery of the employee benefits program including open enrollment;
- Prepares and submits mandated reports such as EEO, VEC and OSHA;
- Manages Workers' Compensation benefit including filing First Report of Injury, all doctors paperwork, notifying payroll for time and attendance; contact for VML;
- Processes employee driving records with DMV and medical forms/requirements, and maintains employee medical file (i.e. update random drug screening list and distribute to appropriate laboratory on a quarterly basis; track Hepatitis B vaccines/boosters/tetanus);
- Assists employees and management staff by answering questions, interpreting policies and procedures and providing updates on various programs, benefits, regulations etc.;
- Provides clerical support by greeting visitors, answering phone, maintaining files,

- purchasing supplies, maintaining accounting and budget records;
- Orders and checks-on supplies and materials;
- Processes and prepares requisitions, purchase orders, and check requests;
- Models nondiscriminatory practices in all activities;
- Performs related duties as assigned by the Chief Human Resources Officer/Assistant Director of Human Resources in accordance with the city/school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of payroll methods, systems, processes preferred; general knowledge of routine accounting principles; working knowledge of the principles and practices of personnel management; intermediate software skills including Microsoft Office Suite and HR information system; ability to record and organize statistical data, apply logical sequence to the analysis and resolution of an issue; ability to communicate orally and in writing; ability to deal with information in a confidential manner; general knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of division programs and policies; ability to word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Minimum of an Associate's Degree in human resources, accounting or related field, or equivalent amount of training and experience.

SPECIAL REQUIREMENTS:

Candidate must possess good moral character. Must be a Notary Public or be eligible to obtain.

PHYSICAL DEMANDS/REQUIREMENTS:

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to approximately 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for

preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Human Resources Generalist will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Human Resources Officer/Assistant Director of Human Resources. Staunton City Schools/ City of Staunton/reserve the right to update, revise or change this job description and related duties at any time.

EVALUATION

The Chief Human Resources Officer and/or Assistant Director of Human Resources will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief Human Resources Officer

Date: 2020