



CITY OF HARRISONBURG
invites applications for the position of:

Human Resources Generalist

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$19.72 - \$22.84	\$1,577.60 - \$1,827.20	\$3,418.13 - \$3,958.93	\$41,017.60 - \$47,507.20

OPENING DATE: 04/27/17

CLOSING DATE: Continuous

DESCRIPTION:

Human Resources Department. Full-time position with benefits. Preferred starting salary: \$41,017 - \$47,507. Will perform complex tasks to coordinate human resources programs which may include benefits administration (including workers' compensation and risk/safety) and COBRA and FMLA responsibilities. Functions may include: conducting new employee orientation; creating and maintaining statistical reports; assisting employees regarding City benefit options and preparing and processing employee transaction forms.

Knowledge of the principles and practices of human resource administration; employment documentation and federal and state EEO/AA laws. Research, analytical and logical reasoning abilities. Ability to work independently and as part of a team. Ability to establish and maintain working relationship with City employees, the general public and other local and state government representatives. Must be able to organize and prioritize work and meet appropriate deadlines, while at times, in a very hectic work environment.

Applicants who cannot meet the qualifications for the Human Resource Generalist level may be considered for other levels within the department at an annual rate commensurate with applicant qualifications.

Physical requirements: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

MINIMUM QUALIFICATIONS:

Minimum qualifications: Undergraduate degree, preferably in the field of human resources, public administration, business or similar, or an equivalent combination of education, experience and/or training. Considerable related work experience necessary, with some experience in local or state government, preferred. Valid driver's license or the ability to obtain within 3 months of hire. PHR, SPHR or IPMA certification preferred. Experience with local or state government benefit programs, FMLA, safety and risk management and the Virginia Retirement System, preferred.

Successful applicants for this position must satisfactorily complete a criminal background check, DMV record check, drug screen and credit check.

SUPPLEMENTAL INFORMATION:

Application deadline: Open until a suitable pool of candidates is received. This position may close at any time after 10 calendar days. (posted 04/27/2017)

The City provides an excellent benefits package including health insurance, retirement, life insurance, paid leave and holidays.

The City of Harrisonburg is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.harrisonburgva.gov/employment>

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
Harrisonburg, VA 22801
540.432.8920
540.432.7796
employment@harrisonburgva.gov

Job #5120 - (May 2017)
HUMAN RESOURCES GENERALIST
MK

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