



# CITY OF LORAIN CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052  
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VICTOR TAKACS  
PRESIDENT

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VICE PRESIDENT

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SECRETARY

## OPPORTUNITY FOR EMPLOYMENT DATE OF ISSUE: OCTOBER 12, 2021

### CLASSIFICATION:

HUMAN RESOURCE GENERALIST  
CITY OF LORAIN

### SALARY:

Pay range:  
\$ 60,000-\$70,000

Applications for the full-time, non-bargaining position of Human Resource Generalist are available in the office of the Lorain Civil Service Commission, 7<sup>th</sup> floor of Lorain City Hall, 200 West Erie Ave., Lorain, Ohio 44052 OR online at [www.cityoflorain.org](http://www.cityoflorain.org) (under departments click on Civil Service and then Job Application and follow the 4-step instructions ) beginning Wednesday, October 13, 2021 from 9:00 a.m. to 4:30 p.m. **and will be open until the position is filled.** The office is closed on holidays and everyday from approximately 12:00 – 1:00 p.m. Please be sure to include copy of valid driver's license and a resume. You may submit applications either in person or email directly to:

[rosemary\\_white@cityoflorain.org](mailto:rosemary_white@cityoflorain.org)

**SUMMARY-** The Human Resource Generalist performs work in planning and organizing a comprehensive human resource management program for the City. Functional areas of responsibility include recruitment, employment and classification, continuing development of personnel policies, employee development, compensation, records management, safety policies and related work as required. The Human Resource Generalist reports directly to the Safety/Service Director.

### **REQUIRED KNOWLEDGE, SKILLS & QUALIFICATIONS-**

Knowledge of the principles, practices and procedures of public administration, organization and management; knowledge of Workers' Compensation insurance procedures and reporting requirements; knowledge of applicable law and court actions; thorough knowledge of FLSA, ADA, FMLA, ACA, COBRA, HIPAA, OSHA regulations and DOL Occupational injury requirements; thorough knowledge of administration of group health, life insurance and other benefit programs.

## **EDUCATION AND EXPERIENCE-**

-Graduation from an accredited college or university with a Bachelor's degree or equivalent in Human Resource Management, Master's degree preferred

-Considerable experience in human resources support and personnel functions; Experience in local, regional or state government is preferred. Strong verbal and written communication skills.

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-Senior Professional in Human Resources-SPHR or Professional in Human Resources-PHR preferred

-Experience with Collective Bargaining Agreements and Unions preferred and

-Proficient use of Microsoft Word and Microsoft Excel (or comparable programs)

\*Applicants must be United States citizens or have a valid permanent resident card. Applicants must possess a valid Driver's license to be shown at time of application. All potential employees must pass a basic pre-employment physical and drug test prior to their appointment. A copy of the job description with complete details of the position is attached to this announcement.

**AN EQUAL OPPORTUNITY EMPLOYER**



## Position Description

**Position Title:** Human Resources Generalist  
**Department:** Human Resources  
**Salary Grade:** Non-Bargaining  
**Reports to:** Safety/Service Director and Mayor  
**FLSA:** Exempt  
**Date:** October 2020

### Position Summary:

The Human Resources generalist performs work in planning and organizing a comprehensive human resource management program for the City. Functional areas of responsibility include recruitment, employment and classification, continuing development of personnel policies, employee development, compensation, records management, safety policies and related work as required.

### Duties and Responsibilities:

1. Plans and organizes the City human resource management program under the provisions of the Ohio Revised Code and ordinances, Collective Bargaining Agreements, Federal, State and local regulations and the City's Personnel Policies;
2. Plans, organizes and gives overall policy guidance and review to the continuing work and special projects of the Human Resource Department. Confers with the Safety Service Director, department heads, supervisors, employee representatives to discuss human resource opportunities, plans, programs or problems;
3. Participates in negotiating and directs administration of labor contracts after agreement is reached; Advises City Administrator, Elected Officials, Department Heads and managers and others on labor relations and employee relations matters, including grievance and arbitration procedures and actions; works with managers and labor organizations to resolve problems;
4. Provides administrative support to the Mayor, City Council and all City departments on personnel issues, including federal and state requirements (i.e.: FLSA, FMLA, ACA, ADA, OSHA, DOL), City personnel policy, staffing and other human resource related matters;
5. Serves as a resource for City departments to protect the City from liability issues relating to personnel processes;
6. Hears complaints from City employees regarding personnel issues, researches precedents and legal requirements in individual areas, interacts with all appropriate management personnel and takes actions as necessary;
7. Maintains, updates, writes and revises personnel policy for the City;

8. Coordinates and organizes City-wide human resources training including supervisor and manager training, harassment and discrimination prevention training, ADA training, and other training as requested by City departments;
9. Meets with department heads to identify training needs, establish priorities, evaluate available courses or materials and coordinate participation in training and development programs;
10. Reviews recruitment and examination plans, oversees the recruitment process, including advertising for position vacancies, processing job applications, interviews and notification of applicants;
11. Screens applicants for City positions and may provide individual departments with a short list of the most eligible candidates;
12. Coordinates all procedures involved in interviewing and the hiring process;
13. Enrolls new employees in the group health, life insurance and other employee benefit programs, provides claims forms and explains coverage;
14. Informs insurance companies of employee additions, deletions and coverage changes and maintains and updates related records;
15. Acts as liaison with insurance companies to answer questions and resolve problems relating to group health, life insurance and other benefit programs;
16. Confers with and answers personnel processing questions from employees, assisting employees as necessary;
17. Administrates the Employee Assistance Program and participates in the administration of the benefits programs of the City;
18. Manages and maintains employee personnel files;
19. Manages and maintains position descriptions for City positions;
20. Manages the performance evaluation process including training supervisory personnel, notifying supervisors and managers of expected completion dates, forwarding evaluation forms and routing and processing of completed evaluations;
21. Prepares and submits personnel information and data reports to PERRP, DOL, the EEOC and other agencies as required;
22. Keeps the Mayor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
23. Attends meetings, conferences, workshops and training sessions and reviews publications and audiovisual materials to become and remain current on the principles, practices and new developments in the Human Resources profession;
24. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
25. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other departments and City employees, Federal and State agencies, insurance and benefit companies and the public;
26. Provides supervision and assistance to the Civil Service Administrative Assistant
27. Performs other related duties as assigned.

**Necessary Competencies:**

1. Communication Skills- written and verbal
2. Leadership
3. Customer Service
4. Problem Solving
5. Prioritizing
6. Attention to detail
7. Initiative and Creativity
8. Strategic Planning and organizing

**Requirements:**

- Knowledge and ability to direct a comprehensive human resource management program.
- Knowledge of the principles, practices and procedures of public human resource administration.
- Knowledge of the principles, practices and procedures of public administration, organization and management.
- Knowledge of the techniques of recruitment and selection of personnel.
- Knowledge of methods to establish and maintain comprehensive classification and compensation plans.
- Knowledge of Workers' Compensation insurance procedures and reporting requirements.
- Ability to make effective oral presentations to individuals and groups.
- Knowledge of the principles and methods of research and statistics.
- Knowledge of applicable law and court actions.
- Knowledge of the occupations found in municipal service, including requirements, employment conditions, practices and trends.
- Knowledge of the principles and practices of affirmative action processes.
- Thorough knowledge of FLSA, ADA, FMLA, ACA, COBRA, HIPAA, OSHA regulations and DOL Occupational Injury requirements.
- Thorough knowledge of City personnel policies, practices and procedures.
- Thorough knowledge of the administration of group health, life insurance and other benefit programs.
- Thorough knowledge of oral interviewing techniques, practices and procedures.
- Skill in conducting interviews.
- Thorough knowledge of the methods for maintaining personnel records.
- Ability to analyze technical and administrative human resource problems and make sound recommendations for their solutions.
- Ability to plan, organize, direct and evaluate the work of technical and clerical staff.
- Ability to prepare accurate, clear, concise and effective reports and memoranda.
- Ability to deal tactfully and effectively with others in emotional, possibly controversial situations.

- Ability to interpret and apply the pertinent provisions of the City Charter, the human resource regulations of the City, and other laws and regulations as they relate to the human resource management program of the City.
- Ability to supervise the requisite research in the development of human resource rules, regulations, policies and programs.
- Ability to establish and maintain complex clerical records and files and to prepare written reports from such information.
- Ability to organize and coordinate a wide variety of materials, human schedules and supportive actions.
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Education and Experience:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree or equivalent in Human Resource Management, Master's Degree preferred; and

**Experience:** Considerable experience in human resources support and personnel functions; Experience in local, regional or state government is preferred. Strong verbal and written communication skills.

**Professional Designation:** Senior Professional in Human Resources-SPHR or Professional in Human Resources-PHR preferred.

Valid Ohio Class D Driver's License.

**Physical Demands:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to handle or feel; reach with hands and arms; and be able to lift up to 20 lbs when necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The City of Lorain is an Equal Opportunity Employer.