

CITY OF BRIDGEPORT  
JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES GENERALIST

UNION: LIUNA

JOB CODE:

General statement of duties:

Performs and/or coordinates all human resources functions related to grants personnel employees including recruitment, employments, promotions, human resources programs, records and payroll. Assists Human Resources Manager in providing guidance and information to operating department managers and supervisors. Coordinates maximum utilization of HRIS.

Supervision Received:

Acts under the direct supervision of the Human Resources Manager.

Supervision Exercised:

Supervises all human resources office functions performed by Administrative Assistant or other support personnel.

Illustrative Duties:

1. Responsible for effective recruitment for all grants personnel positions, including comprehensive job postings. Serves as liaison with newspaper and professional journal advertising sources, Internet sites, schools, colleges, professional organizations and other sources to publicize vacancies.
2. Coordinates the selection process by screening all resumes and employment applications to determine those qualified for the position. Administers skill testing where appropriate. Conducts screening interviews of qualified applicants to determine the most qualified candidates, then refers most highly qualified applicants to hiring department. Approves selection of candidate for employment by the hiring department.
3. Conducts reference and/or background investigations and coordinates medical examinations and drug/alcohol testing of applicants selected for employment.
4. Maintains applicant files and records. Acknowledges receipt of resumes, sends written letters of declination to candidates not chosen for positions.
5. Responsible for design, scheduling and conducting employee orientation programs.
6. Coordinates appropriate documentation of completion of grants personnel employee probationary periods.
7. Conducts exit interviews and completes all necessary documentation for all terminating grants personnel employees.
8. Responsible for grants personnel employee files. Maintains accurate employee data. Organizes files and oversees security and confidentiality policies.
9. Maintains accurate and ADA compliant job descriptions for all grants personnel positions, upgrading as required. Develops new job descriptions as necessary for appropriate approvals.

10. Proactively interacts with department supervisors and managers on human resources issues.
11. Proactively responds to grants personnel employee questions and inquiries.
12. Responds to employment verifications for grants personnel employees.
13. Responsible for development and distribution of employee communication documents, including mandatory posting of all federal and state notices.
14. Administers FMLA program for grants personnel employees. Maintains secure and confidential files for FMLA.
15. Coordinates leave requests; assists in providing a smooth transition between FMLA, union leaves and leaves of absence.
16. Coordinates with ADA compliance office in providing information and guidance on ADA issues.
17. Maintains City grants personnel HR website.
18. Extensive use of HRIS system; administers databases for training and leaves. Has working knowledge of payroll processing for grants personnel and will assist in weekly processing when necessary.
19. Maintains basic knowledge of union contracts and employee benefits including leave time accruals.
20. Assists with preparation and monitoring of the City's affirmative action and equal opportunity employment policies.
21. Will coordinate the research and scheduling of training programs for city employees.
22. Will perform various projects as directed by the Human Resources Manager.

**Required Knowledge, Skill and Abilities:**

Good knowledge of the principles and practices of public administration. Working knowledge of legal issues pertaining to employment, including but not limited to, equal employment and affirmative action concepts and terminology, ADA, FMLA, minimum wage, sexual harassment laws and city personnel policies. Knowledge of interviewing practices and procedures. Ability to prepare a variety of reports and to comprehend complex oral and written material. Experience in designing and conducting effective employee orientation programs. Ability to communicate effectively, both orally and in writing, to individuals at all levels. Extensive computer experience.

**Minimum Training and Experience:**

Bachelor's degree and a minimum of three years of human resources experience or, in lieu thereof, five years human resources experience, preferably in the public sector. A minimum of two years in a managerial role is preferred.