



CITY OF JERSEY VILLAGE, TEXAS

16327 Lakeview Drive



Jersey Village, Texas 77040

JOB POSTING

POSITION: Personnel Generalist
DEPARTMENT: Administration

DATE POSTED: 07/6/2017
DEADLINE: until filled

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JOB SUMMARY: Under the general supervision of the City Manager, to be responsible for a variety of clerical and technical duties involving a high degree of independent judgment; to provide information and support to city employees and the public on personnel matters; to provide assistance regarding administration of records, in areas of recruitment and selection, employee relations, compensation, employee development, insurance and benefits, employee training, and an appropriate measure of individual employee assistance; to provide an additional measure of support to senior staff.

ESSENTIAL JOB FUNCTIONS:

- Serve as a representative of the City of Jersey Village, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Provide liaison and support to all city departments regarding personnel practices, policies and issues. Promote equal access to employment opportunities. Ensure decisions are made objectively related to the selection process. Encourage skill development of employees for career advancement within city organization.
- Assist in the recruitment activities including preparation of job announcement and recruitment information, including supplemental questionnaires; determine, write and place advertising in appropriate media; screen job applications, monitor interviewing, testing, selection and placement of employees hired by the city; prepare and maintain eligibility lists; provide coordination among departments and applicable agencies; and review and evaluate applicant selection.
- Investigates complaints as well as initiates complaints and appears in Municipal Court as a witness when necessary.
- Provide telephone and assistance to city personnel and the public; provide information to inquiries or direct to appropriate person; mail requested information; track applications; prepare and mail correspondence to applicants regarding their potential employment status.
- Assist in coordinating and processing personnel action and evaluations including performance and step increases, promotions, transfers and separation procedures of current employees.

- Administer personnel functions including maintenance of confidential and personnel records. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- Respond to background investigations and verifications of employment requests.
- Write, maintain and update job announcements on City web page, and City Personnel Policies and Procedures manual.
- Conduct formal job analysis processes, job audits, salary and benefit surveys, and research on a broad range of personnel assignments as directed; reviews, updates and revises job descriptions and classifications, and prepare written reports.
- Assist in developing and administering the following programs: New Employee Orientation, Exit Interview, Employee Recognition, Employee Performance Review and Employee Training.
- Participate in the development and coordination of departmental goals and objectives as well as policies and procedures necessary to provide assigned personnel services; recommend and assist in the development and implementation of modified systems, policies and procedures.
- Interpret personnel policies and procedures; respond to requests for information and assistance from employees, elected officials, management, outside agencies and the public; counsel and inform employees and supervisors of procedures and regulations pertaining to personnel actions and policies.
- Provide staff assistance in employee relations, grievances and disciplinary activities.
- Maintain the data entry for bi-weekly payroll preparation process and assist finance in payroll distribution.
- Assist in receipt, processing and monitoring of workers' compensation claims.
- Follow all applicable safety rules and regulations.
- Perform other personnel related duties and responsibilities as required.
- Benefits Administration, re-rate negotiation, and all applicable benefit administration
- Handling insurance claims for property and liability situations
- Risk Management, Records Management, and service on the Vehicle Accident Review Board

PHYSICAL REQUIREMENTS: Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping. Must be able to handle stressful situations and attend some evening meetings. Must carry/lift/push or pull loads of up to 30 lbs.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION: Any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job:

- A Bachelor's degree from an accredited College or University with major coursework in personnel administration, public business administration or closely related field.
- Two years of increasingly responsible professional personnel administration experience.

- Must possess a valid Texas driver's license.

INSTRUCTIONS FOR APPLYING: Employment applications are required; resumes are accepted only with a completed employment application. Physical address: City of Jersey Village, Human Resources, 16327 Lakeview Dr., Jersey Village, Texas 77040. Fax to (713) 466-2171 or email completed applications to hr@ci.jersey-village.tx.us Employment Application available at www.jerseyvillage.info

EQUAL OPPORTUNITY EMPLOYER