

**CITY OF TOPPENISH**  
**Class Specification**

<b>Title:</b>	Human Resources Generalist		
<b>Department:</b>	Executive	<b>Reports To:</b>	City Manager
<b>FLSA Status:</b>	Exempt	<b>2022 Salary:</b>	\$5,081 to \$6,605
<b>Union Status:</b>	Non-Represented	<b>Effective Date:</b>	September 16, 2022

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**Position Description:**

Under the direction of the City Manager, performs high level administrative support to the City Manager and City Council, performs a variety of complex tasks required to manage and implement the city's human resources functions including, but not limited to: recruitment, screening, testing, on-boarding and off-boarding of employees; coordination of compensation, benefits, and leave; support of productivity, recognition and morale building activities; occupational health, safety, wellness, and recognition programs; training and development; regulatory requirement compliance and enforcement of policies and procedures. Interprets, advises, and makes recommendations on HR issues, policies, and procedures, while exercising the highest degree of confidentiality and professionalism. Assists with city council meetings, special projects, and any other general administration duties required.

**Essential Duties:**

- Coordinates with departments process the various phases of personnel selection, such as preparing job announcements and advertising; recruitment activities such as job fairs and school presentations; application screening for minimum requirements; coordinating, scheduling, and notification of applicants for examinations and oral boards; scoring and proctoring of examinations; preparing registers for certification; and coordination of printing and forms maintenance.
- Assists and participates in interview process as required; coordinates panel ratings for evaluating applicants for suitability; advises applicants on documentation requirements.
- Coordinates and assists with reference and background checks; coordinates the selection and notification process maintaining effective communications through all phases of the recruitment and selection process.
- Maintains confidential files, records, and reports; creates initial folders for new recruitments; collects and files required documentation; prepares and reviews all necessary forms, records, and documentation for recruitments; prepares activity reports as needed.
- Interprets and explains Federal and State rules and regulations; assists with the interpretation and correct application of City policies and procedures; provides employee on-boarding and off-boarding.
- Coordinate and conduct the annual open enrollment process, including the annual employee benefits fair.
- Administer the city's employee recognition program, including annual lunch, awards, and Ranch dinner participation.



- Assists the City Manager in labor and employee relations including labor negotiation activities. Conducts labor relations research, including survey development and compilation of data. Responds to classification and compensation surveys from outside agencies.
- Develops, updates, and interprets policies, and human resources technical information, prepare guidance materials and information on laws, policies, processes, and procedures.
- Perform human resource analyses such as job evaluations; position allocations and reclassifications; recruitments and screenings; professional development needs assessments; classification and compensation studies; and organization and staffing studies.
- Provide high level internal customer service, treating everyone with dignity and respect, and valuing the input and feedback of others.
- Interprets, and explains federal and state rules and regulations; provides training and resolves compliance issues pertaining to FMLA, PFML, ADA, FLSA, and other state and federal laws and programs. Works with employees and supervisors to determine best alternatives in coordination of various leave programs and administer leave benefits including FMLA, PFML, ADA, leave of absence and military leave.
- Prepare various employment reports, such as EEOC, as needed.
- Attends Civil Service meetings; documents and maintains minutes of Civil Service meetings. May serve as Civil Service Secretary.
- Maintains, monitors and processes Labor & Industries (L&I) Worker's Compensation and Employment Security Department unemployment claims and reports to ensure compliance with state regulations.
- Process invoices for human resources and monitor expenditures; including processing payment of LEOFF I benefits.
- Maintains employee commercial driver's license records, drug testing results in compliance with the Federal Motor Carrier Safety Administration Drug and Alcohol Clearing House. Schedules pre-employment physicals, drug, and alcohol tests, coordinates random drug and alcohol testing and the maintenance of related records.
- Participates in preparing, recording, and transcribing proceedings during special and regular meetings and public hearings of the City Council; attends meetings and assures completion of required follow-up on meeting action items.
- Reviews and processes the official documents, legal notices, adopted resolutions, ordinances and minutes required for public meetings; reviews the accuracy of technical documentation files, official records, and Municipal Code.
- Assists with planning, managing, and coordinating the operations of Executive Department, assures official City activities comply with Federal, State, and City policies and practices.
- Supports the relationship between the City of Toppenish and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.
- Promote and coordinate trainings offered by WCIA, AWC, MRSC, and related organization and association training opportunities.
- Monitors and updates the Human Resources webpage and LinkedIn; and prepares and distributes monthly employee newsletter.
- Requires regular and reliable attendance.
- Performs other related duties as assigned.

## **Minimum Qualifications:**

### **Education, Training, and Experience Guidelines:**

- A valid Washington State Driver's License is required.
- High school diploma or equivalent and four (4) years progressively responsible experience in human resource administration, OR
- BA in Human Resources Management, Public Administration, or closely related field with one (1) year experience in human resource administration.

### **Knowledge, Skills, and Abilities**

- Knowledge of city ordinances, codes, policies, resolutions, and agreements; and the ability to interpret and communicate organizational policies, and procedures.
- Knowledge of State and Federal employment law rules, ordinances, codes, and regulations governing City government administration.
- Knowledge and sound judgement with regard to public disclosure, and confidentiality; and the principles and practices of records retention, record keeping, and records management.
- Knowledge of State Open Public Meetings Act regulations and standards; and the ability to attend night meetings.
- Knowledge of the city's administration processes and procedures, including accounting, budgeting, and personnel rules.
- Knowledge of the principles and practices of public sector personnel administration, confidential records management, and effective customer service practices.
- Ability to analyze technical and statutory issues, evaluating alternatives, and making decisions based on findings.
- Ability to use initiative and independent judgement within established procedural guidelines.
- Ability to assess and prioritize multiple tasks, projects, and demands.
- Ability to communicating effectively verbally and in writing.
- Ability to build constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
- Ability to make timely decisions without sacrificing quality.
- Ability to find common ground for solutions among diverse interests.
- Ability to advocate for organizational strategic objectives.
- Ability to display balanced thinking, weighing pros and cons, and identifying options to solve problems.
- Ability to prepare, maintain, and review human resource records, reports, and documentation.
- Ability to operate a personal computer utilizing standard and specialized software, and to enter information into a computer system with speed and accuracy.

### **Job Conditions**

Work is performed primarily in an office environment with occasional traveling to various locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time.



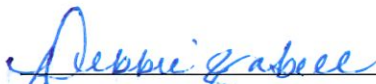
Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Continuous use of both hands in reaching, handling, grasping, keyboarding and other fine motor skill manipulation while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to fifty (50) pounds. Regularly ascends, descends stairs while maintaining balance. Continuous use of all senses including feeling, talking, hearing, and seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Occasional bending, twisting at knees, waist, or neck and occasional stooping, bending, kneeling, and climbing while performing duties. Must be able to distinguish color and maintain long-term and short-term memory. May work in remote locations or noisy work areas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and/or frequent interruptions. May require occasional travel to various locations. While in the office, position performs extensive close work assignments and computer work.


**Unusual Working Conditions:**

Works with the public, some of which may be irate, upset or disturbed. Frequent extension of workday to meet deadlines. May require occasional travel from site to site for attendance at meetings.

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Approved:

  
Debbie Zabell, City Manager

  
Date