

City of Caldwell

Class Specification

Class Title	HUMAN RESOURCE/FINANCE GENERALIST
Class Code Number	
FLSA Designation	Covered
Pay Grade	Level 3
Effective Date	October 2018

General Statement of Duties

Performs a variety of clerical tasks related to the day-to-day maintenance of the City's human resources needs; provides human resource services to department managers, employees, job applicants, and vendors; provides support for the City's Employee Benefit Plan Trust; provides assistance to the finance department with asset and cost tracking and allocation; provides support to City Hall administrative offices; and performs other related tasks as assigned.

Classification Summary

The principal function of an employee in this class is to perform tasks related to the day-to-day maintenance of the City's human resource needs, assistance to the City's Finance Department, and support to City Hall's administrative offices. The work is performed under the general supervision of the Human Resources (HR) Director and the Finance Director, but leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials and employees, benefit providers, business owners, vendors, other government agencies, and the public. This individual must maintain a high level of confidentiality. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs professional and confidential secretarial support duties;
- Generates and processes various personnel actions ensuring timely pay increases, promotions, reclassifications, discipline, or termination action;
- Reviews submitted documentation for accuracy, computer entry, completion, and facts

and information;

- Prepares memos, notices, correspondence, and reports;
- Maintains and updates the City's HR website;
- Processes all required paperwork for new employees and provides new employee orientation, an explanation of benefits, city policies, procedures and functions;
- Distributes incoming regular mail to the appropriate departments;
- Sorts and organizes payroll checks for distribution;
- Administers and reconciles all employee benefit plans and registers, including health, dental, COBRA, etc.;
- Prepares and tracks new hire, separation eligibility and benefit reports;
- Prepares monthly billing, penalties, payments, and adjustments for LID accounts;
- Reviews employee benefit enrollments for accuracy and completeness;
- Reviews outstanding check register and research all unclaimed property; process due diligence letters; processes annual filing for Idaho Treasurer Office;
- Prepares and maintains personnel records, including change of status forms and benefit enrollments;
- Enters and maintains employee data and timesheets into Springbrook, PeopleTrak and Laser fiche;
- Creates and maintains human resource records, such as application files, job descriptions, job announcements, training records, medical records, etc.;
- Prepares job announcements and performs tasks related to recruiting applicants;
- Files various human resource records and finance records;
- Reconciles benefit accounts with finance and reconciles the Employee Benefit Plan Trust;
- Assists with special projects as assigned by the HR Director and the Finance Director;
- Confers with and answers employee questions regarding benefits and policies;
- Prepares reports and correspondence, collects and summarizes information, and establishes and maintains a follow-up system;
- Responds to requests for employment verification of City employees;
- Assists personnel and auditors with file retrieval and other requested information during the audit process;
- Greets visitors, responds to questions, provides general information, and directs inquiries to the appropriate City authority;
- Responds to phone inquiries to the administrative offices;
- Assists with the purchase of office products and supplies as needed;
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records, and data;
- Establishes and maintains the files in the HR and Finance offices;
- Assists with the maintenance and entry of Fixed Asset information into the fixed asset module as directed; Update fixed asset deletions list; Update fixed asset transfers list; Update fixed asset additions spreadsheet;
- Assists with project cost tracking reports;
- Creates new project reports for each new project identified;
- Allocates project costs to the report using the project management module;
- Updates and maintains CIP binder;
- Enters all re-occurring monthly and quarterly journal entries; maintain interest allocation

spreadsheet;

- Assists with audit schedules as needed during audit relating to interest allocations, fixed assets, etc.;
- Provides assistance in the administrative offices as required;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Interacts with other City personnel in the communication of information and safeguards confidential information;
- Keeps immediate supervisor 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;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials as requested to become and to remain current on the principles, practices and new developments in assigned work areas;
- Responds to all questions and comments in a courteous and timely manner;
- Communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment as well as works as a team member;
- Respects the opinion of others and maintains a positive and professional working relationship with employees, supervisors and others;
- Performs other related duties as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of modern office procedures, filing systems, equipment, computers, software applications (specifically Microsoft Office Suites), and professional office practices;
- Good knowledge of business arithmetic and statistical preparation and presentation methods and procedures;
- Good knowledge of personnel and payroll practices and policies;
- General knowledge of federal and state wage and labor laws;
- Some knowledge of the organization and function of city government;
- Some knowledge of city government policies and operations;
- Ability to perform assigned tasks with the highest regard for confidentiality;
- Ability to interpret and reconcile billing statements;
- Ability to analyze accounting data for reconciliation and reporting purposes;
- Ability to make decisions in accordance with established policies and procedures;
- Ability to process confidential employee and administrative information with tact and discretion;
- 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 prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to

- written specifications and/or oral instructions;
- Ability to establish and maintain effective working relationships with co-workers, city employees, supervisors, state and federal officials and the public;
 - 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.

Acceptable Experience and Training

- Graduation from High School or GED, supplemented by course work in human resource management, accounting, or office management; and
- At least five (5) years of experience in the performance of secretarial support and accounting duties; or
- Any equivalent combination of education, experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

- Ability to pass a pre-employment drug test and background check.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review type written documents in both electronic and hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and walk or drive to other City building locations.