

Employment Opportunity

Title: Human Resources Generalist
Reports to: Executive Director
Department/Division: Human Resources
FLSA Status: Exempt
Employment Status: Full-Time
Opening Date: January 11, 2021
Closing Date: January 22, 2021

Position Summary

Responsible for overseeing administration of hiring, retention, termination, personnel records, legal compliance, compensation, benefits, risk management and long-term staffing strategies. Responsibilities include strategic development and administration of personnel rules and regulations, pay and job classification structure, and programs for employee training, safety, health, and morale. Serves as a strategic partner to identify current and future needs for the Agency to achieve its goals. These tasks are to be performed at a level that supports the Agency's efforts to achieve the highest rating on HUD's evaluation systems. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

Responsibilities

Undertakes and performs the following and all other work-related duties as assigned.

1. Effectively manages the administration and/or coordination of employment, labor relations, compensation, and benefits. Assists and advises all departments in Human Resources matters to maximize employee understanding of Agency goals and policies.
2. Oversees administration and coordination of all employee benefit programs, including group medical insurance, life, dental, accident and disability insurance, and retirement savings. Conducts and/or coordinates employment information presentations/materials and enrollments.
3. Prepares employee census to get quotes from insurers and providers of health benefits on an annual basis or as needed.
4. Provides guidance for overall level of compensation of employees by providing data needed to ensure Agency is maintaining pay scales according to current economic conditions and competitive conditions within the labor market.
5. Analyzes and manages the ongoing maintenance of employee job descriptions to ensure identification of skills and abilities that are essential, required, and performed on a regular and continuing basis. Consults with supervisors and department heads to ascertain duties and works with them to gather information for the creation of descriptions for hires in new staffing positions.
6. Develops and implements personnel policies for all staff, and oversees adherence to EEOC and affirmative action programs and diversity goals set by the Agency.
7. Maintains cordial relationship with workers, and other supervisors to improve relations between workers and lower level management personnel by discussing problems, and analyzing and resolving situation directly if possible without the necessity of formal complaint procedures.
8. Participates in employee disciplinary meetings, and complaint procedures, keeping an unbiased stance that balances the need of the employees and the employer, so that each situation can be considered on its own merits

and efficient means can be used to solve problems and/or carry through with well thought-out decisions.

9. Provides consultative support to management, interprets, explains, and enforces Agency policy matters and federal and state compliance issues such as non-discriminatory hiring methods, disciplinary actions, terminations, FLSA, EEO, ADA, GINA, HIPAA, FMLA, etc. and recommends needed changes. Coordinates and participates in diversity and sexual harassment awareness training.
10. Processes Workers' Compensation cases, including accurate and timely completion and submission of necessary form(s) to insurance carrier, providing compensation history as required, and staying informed of employee's medical examinations and/or release to work conditions/status.
11. Serves as employer advocate for protestable unemployment claims and ensures accurate and timely processing of Bureau of Employment Services forms and requisite responses to inquiries and/or appeals and participates in hearings.
12. Manages and updates integrated personnel system with information that may include Human Resources information such as payroll, training, attendance, applicant tracking, or training.
13. Accepts written requests from employees for leave, approved by supervisors. Reviews and confirms leave requests and transmits to the Finance Departments to process payroll. Obtains and compiles employee vacation schedules.
14. Completes and maintains employee records and reports (e.g. benefits statements EEO, quarterly staffing) in accordance with Agency standards.
15. Oversees maintenance of accurate and complete personnel records, ensuring that rules concerning confidentiality and retention are followed.
16. Responsible for organizational development and training programs for all employees. Assist department heads with succession planning and employee development.
17. Responsible for recruiting, selecting, evaluating, and developing department and Agency staff. Reviews and acknowledges receipt of applications received for employment to support management in obtaining qualified candidates through evaluation of qualifications and work history.
18. Responds to regulatory inquiries by preparing, reviewing and submitting written responses to requestor, collaborates with Agency attorneys, and responds or testifies at employee hearings or legal proceedings.
19. Requires advanced skills and knowledge of Human Resources systems and approaches which affect the design and implementation of major programs and/or processes organization-wide.

Education and Experience

Bachelor's degree within Human Resources, Business, or a closely related field, with an MBA preferred, from an accredited college or university with five (5) years of responsible Human Resources experience. Three (3) years prior supervisory experience is also preferred.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- ◆ Fair Housing
- ◆ One (1) of the following Professional in Human Resources Certification(s) preferred:
 - Professional Human Resource (PHR),
 - SHRM's Professional Certified Professional (SHRM-CP),

- Senior Professional Human Resource (SPHR),
- SHRM's Senior Certified Professional (SHRM-SCP)

Knowledge and Skills

1. Thorough knowledge of federal and state employment laws affecting public employers.
2. Thorough knowledge of Agency operating policies and procedures, pertinent HUD regulations, and federal, state, and local laws and regulations pertaining to public housing Agency Human Resources matters.
3. Good knowledge of business English and math.
4. Thorough knowledge of the modern principles, practices, and techniques of personnel management, training, and performance evaluation.
5. Strong interpersonal and communication skills and ability to present information in a clear, organized, and convincing manner.
6. Must be able to establish and maintain effective working relationships with co-workers and persons outside the Agency.
7. Ability to accurately and completely document in writing appropriate events and activities.
8. Ability to read and comprehend complex material.
9. Ability to meet aggressive deadlines and effectively manages multiple priorities.
10. Ability to identify Human Resources and/or personnel problems and develop effective solutions and/or make valuable contributions toward resolving difficult issues.
11. Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
12. Ability to operate appropriate Agency computer equipment and software packages.

Supervision Controls

The Director of Human Resources receives instructions from the Executive Director. Methods of accomplishing work are generally at the discretion of the employee and the employee is free to develop methods, deadlines, priorities, and objectives based on their own judgment. Instructions to the employee are usually general in nature. When instructions are received, they are usually specific and detailed because they apply to unusual and rarely occurring situations. Special projects are managed with little oversight. The employee keeps the Executive Director informed of work progress. The employee has no supervisory duties.

Guidelines

The employee refers to government regulations, federal, state and local laws, and Agency policies and procedures in performing work. These guidelines cover most job-related situations, although the employee is frequently required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the Executive Director, legal counsel or makes a decision based on the circumstances and experience.

Complexity

The employee performs a moderate number of routine tasks and other related tasks that are not routine in nature. The course of action is determined by established procedure, the supervisor, or the employee. Tasks frequently have to be coordinated, integrated, and/or prioritized. Usually, the employee determines what needs to be done and how to

accomplish it through use of creative thinking and existing methodologies. The employee makes decisions regarding unusual situations or conflicting data.

Responding to staff members and coworkers on a continuing basis necessitates great patience, tact, and diplomacy. Ever-changing laws and regulations require frequent updating and promulgation of Agency plans, policies, and procedures affecting Human Resources issues.

Scope and Effect

The employees work affects Agency employees, their perception of the Agency, and ensures the personnel policies and procedures are being followed. Performing duties effectively efficiently, and in a professional manner enhances work relationships among employees and ensures they obtain needed information and direction in a confidential environment, which contributes to the Agency's overall ability to provide quality services. The employees work also helps shield the Agency from the potential for employee misunderstandings and the potential for litigation.

Personal Contacts

The Director of Human Resources has contact with a broad range of individuals including applicants, all levels of Agency personnel, attorneys, Workers' Compensation carriers, insurance carriers, and business firms. Most contacts with people outside the Agency are relatively unstructured and require tact and diplomacy on a routine basis. Contact often requires negotiation and/or handling of controversial matters.

Contact serves multiple purposes including: giving or gaining information, planning, coordinating, advising, motivating, influencing, directing persons or groups, and justifying, defending, negotiating, and resolving significant and/or sensitive issues.

Physical Requirements

1. Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files, records, and office supplies, and eyestrain from working with computers and other office equipment.
2. Must be able to sit and/or stand for up to eight (8) hours at a time while performing work duties.
3. Must be able to bend, stoop, push, and pull in the performance of essential office-related duties (e.g. moving or carrying objects or materials).
4. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
5. Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
6. Must have vision and hearing corrected to be able to perform essential job functions.
7. Must be able to maintain punctuality and attendance as scheduled.
8. Must maintain a professional appearance and portray a positive image for the Agency.
9. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

Work Environment

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated.

Other Requirements

1. Must possess a State of Alabama driver's license and maintain a good driving record.
2. Must be available for occasional overnight travel for training.
3. Must pass employment drug screening.
4. Must pass criminal background check.
5. Must work with the highest degree of confidentiality.

The Tuscaloosa Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Tuscaloosa Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.