

City of Shelbyville
Human Resources Generalist/Risk Management/ADA & Title VI Coordinator

Job Summary

The Human Resource Generalist is responsible for performing HR-related duties on a professional level. This position is responsible for daily operations of Human Resources and carries out responsibilities in the following functional areas: Benefits Administration, Employee Relations, Training, Performance Management, Onboarding, Policy Implementation, Recruitment/Employment, Affirmative Action and Employment Law Compliance, Family Medical Leave, and Long Term Disability claims. Work is performed with considerable independent judgment and initiative under the supervision of the City Manager.

This position is also responsible for administration of the City's Risk Management Policy and Procedures, including general liability, worker's compensation and property/casualty insurance, and serves as the City's Safety Coordinator.

Work Environment: Works in an office setting, in generally comfortable conditions.

Physical Demands

- Primarily sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some medium work requiring the exertion of up to 50 pounds of force occasionally.
- Physical activities include stooping, pulling, lifting, reaching, handling, grasping, and repetitive motions.
- The necessity to communicate by talking, hearing/listening.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to the following:

Human Resources

1. Develops and maintains personnel policies and procedures for the City work force.
2. Compiles and maintains personnel and payroll records for all City employees.
3. Establishes goals and objectives and administers the City's employee benefits program.
4. Works with the City Manager and Finance Department to establish and maintain job classifications and compensation program, which includes writing/revising job descriptions, classifying positions, and ensuring the City's pay plan remains competitive.
5. Manages the employment activities for the City, including recruiting, interviewing, selecting and orientation. Assists with recruitment and selection of job applicants for all Departments; works in coordination with Department Directors to maintain an updated list of positions available; responsible for posting notices internally, as well as placing advertisements in newspapers, journals, or City of Shelbyville's website; fields initial inquiries pertaining to positions available.

6. Maintains official records for City employees, including employment applications, personnel action forms, W-4, I-9 forms, personal data, compensation and benefits information, tax data, and performance reviews.
7. Maintain online filing in compliance with Federal and State standards; Form I-9 compliance includes reporting on E-Verify; online reporting to the State New Hire reporting system.
8. Manages all workers compensation claims including first report of injuries, scheduling of doctor appointments, maintain log, etc.
9. Creates new employee badges and assigns employee number for payroll requirements.
10. Completes reports and documentation regarding benefits, worker's compensation, EEOC and DOL requirements.
11. Conducts employee orientation and insurance enrollment for new City employees.
12. Approves and recommends city-wide training programs.
13. Create EEO reports.
14. Refers city employees with personnel related matters, including payroll, benefits, policies and sexual harassment claims to City Manager's office
15. Complete all notifications of claims and submit same to The Pool.
16. Develops and distributes internal employee communications regarding new or updated City policies and procedures, upcoming events, etc.
17. Develop policies and maintain records, including investigation of complaints and maintain compliant log.
18. Maintain certifications with TDOT and TDOT aeronautics division.
19. May serve on the City's Employee Pension Plan Committee.

Risk Management

1. Oversees the administration of the liability, general coverages, property/casualty, and insurance program.
2. Maintain City safety manual.
3. Oversee OSHA and TOSHA inspections, receive and reply to abatement directives and receive response letter.
4. Develop and implement new policies as required by OSHA, TML, State of Tennessee, etc.
5. Maintains OSHA form 300 as required by DOL and consolidate into yearly report 300A.

ADA/Title VI Coordinator

1. Serves as Title VI Coordinator for the City of Shelbyville, Shelbyville Power Water and Sewer System, Joint Economic Community Development Board, and TDOT projects.
2. Conduct all training of employees and department Directors regarding Title VI requirements.
3. Serves at the ADA Coordinator for the City of Shelbyville – Title I (employment) and Title II (Programs).
4. Call and preside over all ADA/Title VI Advisory Committee meetings, be the spokesperson for the committee, and be responsible for all correspondence of the committee in its public relations and to the Board in accordance with the By-Laws.
5. Consolidate and make revisions to the ADA Transition Plan.
6. Coordinate modifications in conjunction with the ADA Transition Plan and the approved budget.

Knowledge and Abilities

- Knowledge of relevant federal and state laws and local Ordinances.
- Knowledge of or ability to acquire knowledge of City’s personnel policies, procedures and practices.
- Knowledge of employee benefits.
- Knowledge of accepted training techniques.
- Ability to understand and follow complex oral and/or written instructions.
- Ability to communicate clearly and effectively, orally and in writing.
- Knowledge of business English, grammar, spelling and arithmetic.
- Knowledge and understanding of federal laws pertaining to employment and personnel practices, including Fair Labor Standards Act, Americans with Disabilities Act, Family Medical Leave Act; Equal Employment Opportunities Commission requirements; worker compensation laws, Department of Labor requirements and applicable tax codes.
- Ability to maintain strict confidentiality.
- Ability to write routine reports and correspondence.
- Ability to establish and maintain effective working relationships with City employees, co-workers, City officials and the general public.

Minimum Qualifications:

- Graduation from a four (4) year college or university with major course work in Human Resources, Organizational Development, Public Administration, Business, Political Science or a related field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of Human Resources, usually interpreted to require five (5) to seven (7) years of related experience. Government experience is desired.
- Any equivalent combination of education and experience.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Human Resources/Risk Management Generalist/ADA & Title VI Coordinator (FT) for the City of Shelbyville describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the essential function of the job as outlined with or without a reasonable accommodation?

Yes _____ No _____

Signature

Date

