

## Job Description

## Decatur Utilities

**Job Title:** Human Resource Generalist  
**Work Group:** Human Resources  
**Reports To:** Director – Customer & Employee Relations  
**FLSA Status:** Exempt

**Residency Required:** No  
**Work Location:** Main Office – 1002 Central Parkway SW  
**Last Revision:** September 2014

---

### SUMMARY

Assists in the administration of all Human Resource functions, including administration of employee health and benefits plans; coordinating recruitment and employment activities; coordinating biweekly payroll process; and providing support for safety and training functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*A commitment to safety, providing reliable utility services, protecting public health and providing excellent customer service are the responsibilities of all job positions at Decatur Utilities. We believe that teamwork, open communication, honesty, integrity, fairness, diversity and respect for each other are essential traits to perform all job duties.*

- Serves as a member of the leadership team and assists in developing policies, budget projections, organizational structures, system requirements and goals
- Provides supervisory oversight and direction to HR clerical support employee.
- Assists the Director – Customer & Employee Relations with employee relations issues and provides training and coaching to resolve issues.
- Administers company benefit plans to include enrollments, terminations, claim resolutions, change reporting, COBRA/FMLA recordkeeping and prepares monthly invoices for payment.
- Administers employment process, develops recruitment advertisements, conducts interview screenings, reference and background checks, serves on interview teams, evaluates candidates and coordinates temporary and summer employment program.
- Administers the Retiree Drug Subsidy program.
- Administers and maintains Human Resource Information System (HRIS), Training and Safety databases and compiles reports as needed.
- Administers biweekly payroll process.
- Maintains records of certifications required by each position/employee and processes applications for obtaining certificates and/or renewals.
- Conducts new hire orientation.
- Prepares necessary paperwork for terminating and retiring employees and processes final forms.
- Assists in updating and maintaining accurate job descriptions on all positions.
- Assists in completing wage and benefit surveys.
- Maintains all active employee, retiree, medical, employment, I-9, insurance and training files in an organized and efficient manner.
- Maintains paid time off records and coordinates FMLA/STD leave requests.
- Communicates with employee/retirees/dependents on benefit plan provisions, pay grades, employment policies and procedures to assist employees in making informed benefit/career decisions.
- Assists in planning employee events such as blood drives, flu shots, company picnics, health screenings and retirement receptions.
- Files EEO-4 reports, new hire reports, unemployment compensation reports and other reporting as required by state and federal regulations.
- Processes worker's compensation benefit forms for injured employees.

- Prepares information and articles for employee newsletter.
- Maintains bulletin boards and ensures that required legal postings are at each work location.
- Makes presentations to employees about benefit and HR policy updates.
- Assists with completing other HR projects and attends meetings as assigned.

**SUPERVISORY RESPONSIBILITIES**

Responsible for supervisory oversight and direction of HR Clerical Support employee.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

Associate degree or equivalent in Business, Computer Information Systems or related field of study from accredited junior college or university. Minimum 4 years additional work related human resources experience.

**COMMUNICATION SKILLS**

Strong interpersonal skills to interact and communicate with employees, supervisors, managers, applicants and benefit providers involving sensitive and confidential matters. Ability to read and interpret documents such as benefit plan summaries and state and federal employment regulations. Ability to analyze and prepare reports and business correspondence. Ability to speak effectively before supervisors and employee groups.

**COMPUTER SKILLS**

Proficient in Microsoft Office Suite (Microsoft Outlook, Word, Excel & Access) and Financial Payroll Software to perform job tasks. This includes using software applications for email, word processing, database tracking and spreadsheet applications. Extensive knowledge in HRIS and payroll software applications and processes.

**MATHEMATICAL SKILLS**

Ability to use high school and college level mathematical concepts such as addition, subtraction, multiplication, division, fractions, decimals, percentages and averages and apply to practical business situations.

**REASONING/COMPLEXITY**

Ability to use moderate judgment and analytic ability to carry out instructions furnished in written, oral or diagram form to perform somewhat complex calculations, solve problems and organize detailed information for reports.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

No significant physical demands; has discretion about walking, sitting and standing. Job occasionally requires stooping or bending and light lifting (up to 20 pounds) may be required. Generally office environment with no major source of discomfort.

**CERTIFICATES, LICENSES, TRAINING**

Valid Alabama Driver's License, Customer Service Skills and applicable employment law and safety training as scheduled.

Approved By: Paul Nosal	Date: 9.15.2014
-------------------------	-----------------

*Original on File in Human Resources*

**OTHER REQUIREMENTS**

Ability to coordinate workflow/activities to meet Human Resource performance standards; available to work scheduled and unscheduled times to accommodate work demands and emergency situations; good organizational and time management skills; ability to handle multiple projects and tasks simultaneously; strong attention to detail; maintain personal credit standards and exhibit honesty, integrity and confidentiality with employee information; maintain professional business appearance and image; subject to random drug testing and driver's license checks if required to drive company vehicles.

Approved By: Paul Nosal	Date: 9.15.2014
-------------------------	-----------------

*Original on File in Human Resources*