



NOW HIRING:

HR GENERALIST

We are looking for a candidate with excellent communication skills and clerical abilities to fill the position of HR Generalist within our Human Resources Department.

The core competencies to be a successful candidate for this position include: responsibility, dependability, integrity/ethics, confidentiality, dependability and teamwork.

This position works closely with the Human Resources Director as well as all other departments within the City of Miami.

Please refer to the job description for a list of essential functions and requirements.

Applications and a job description may be obtained on the City of Miami's website at www.miamiokla.net.

Deadline is 5:00 PM on Monday, April 8th, 2019.

Please return your application and current resume to the Human Resource Department or email to applications@miamiokla.net.



Salary:

\$15.667 per hour
Band/Grade B23

Regular Full-Time

Benefits:

Health Insurance
Retirement
Paid Vacation
(after one year of
employment)
12 paid Holidays

All applicants must pass
the following
pre-employment
screenings: background,
physical, and drug
screen

The City of Miami is an
Equal Opportunity
Employer

CITY OF MIAMI
129 5TH Avenue NW
Miami, OK 74354
918-542-6685
www.miamiokla.net

HR Generalist

Department: Human Resources
Division: Human Resources
Function: N/A
Grade/Level: B23
Work Schedule: Mon-Fri, 8-5:00 P.M.
Location: Civic Center

Job Status: Full-time
FLSA Status: Non-exempt
Reports To: HR Manager
Amount of Travel Required: Up to 10%
Positions Supervised: 0

POSITION SUMMARY

The HR Generalist carries out responsibilities in the following functional areas: Human Resource Information Systems (HRIS), employee relations, tracking training programs and assists with development, benefits administration, recruiting, and employment. Under the direction of the Human Resource Manager, the Human Resources Generalist manages the day-to-day operations of the Human Resource office and helps to manage the administration of the human resources policies, procedures, and programs.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Administering the recruitment and selection program by maintaining and updating various selection and recruitment processes: placing ads, arrange interviews, maintaining contact with candidates and updating them on status, maintaining relevant documentation and correspondence, scheduling pre-employment screenings and background checks.
- Assists departments in selecting personnel via interviewing, testing, and screening applicants.
- Advises employees and distributes information regarding compensation, benefits performance reviews, human resource policies and procedures; conducts employee orientation programs.
- Assists in the development and maintenance of insurance plan information related to COBRA, annual open enrollment and coordination of benefits with payroll.
- Maintains HR information records system including performance evaluation, personnel actions, and various monthly status reports.
- Prepares job ads for open positions and tracks performance of job recruiting sites for quality and number of candidates to determine future use and return on investment.
- Performs benefits administration to include claims resolution, change reporting, submitting benefit enrollment/termination forms and completes follow up for transactions, coordinates invoices, and communicate benefit information to employees.
- Process changes and maintains handbook on policies and procedures.
- Assists with set-up, maintenance, and tracking of performance evaluations and goals in performance management program.
- Oversees maintenance of all confidential human resource files and legally required personnel records.
- Process payroll and all monthly quarterly and yearly reporting associated with payroll administration.
- Process workers compensation claims incurred within organization and complete OSHA 300 log, post log summary and maintain prior copies per record retention policy.
- Process employment verifications, garnishments, and levies.
- Stay compliant with all federal and state wage and hour laws to maintain a compliant payroll.
- Track the expenses for the department and maintains an on-going spreadsheet record.

- Process invoices and credit card receipts; purchase orders and requests.
- Assist in project planning to include the Annual Wellness Fair, staff training and quarterly Lunch-n-Learns.
- Process monthly new hire reporting to State of Oklahoma.
- Keep city phone list up to date.
- Keep SOP on New Hire/Termination current.
- Assists in scheduling the registration to seminars/conferences and in obtaining lodging and per diem for HR, Risk Management, and other departments as requested.
- Assist with the development and implementation of a wellness program for the City of Miami employees.
- Assist with the development and implementation of the Employee Recognition Program.
- Develop and implement a spreadsheet to track our turnover rate.

Supervisory Responsibilities: None

POSITION QUALIFICATIONS

Competency Statement(s)

- Communication
- Dependability
- Hiring
- Integrity/Ethics
- Teamwork

SKILLS & ABILITIES

Education: Associate's degree preferred or equivalent experience in human resources

Experience: 1-2 year of experience working in an HR department. Experience working in a public sector organization in a human resources capacity, preferred.

Computer Skills: Intermediate level of Microsoft Office Suite skills.
2 or more years of experience in advanced level Excel spreadsheet applications.

Certificates & Licenses: Attaining PHR or SHRM - CP certification a plus.
Valid Oklahoma Driver's license.
Driving record must be acceptable to insurance carrier.

Other Requirements:

- Current and working level knowledge of applicable federal and state laws and regulations including Equal Employment Opportunity, Civil Rights Act - Title VII, Fair Labor Standards Act, Age Discrimination in Employment Act, Americans with Disabilities Act, Family Medical leave Act and other personnel laws concerning public sector human resources / benefits administration
- Ability to multi task, work both independently and as part of a team in completing assignments
- Ability to plan and organize work, coordinate projects, meet deadlines, and communicate effectively both orally and in writing with department managers and others.
- Ability to maintain confidential and sensitive information.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	C
Walk	F	11-20 lbs	C
Sit	C	21-50 lbs	O
Handling / Fingering	C	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O	Push/Pull	
Climb	N	12 lbs or less	C
Crawl	N	13-25 lbs	F
Squat or Kneel	O	26-40 lbs	O
Bend	F	41-100 lbs	N

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Visual Requirements (check all that apply)

<input checked="" type="checkbox"/>	Close vision (clear vision at 20 inches or less)
<input type="checkbox"/>	Distance vision (clear vision at 20 feet or more)
<input type="checkbox"/>	Color vision (ability to identify and distinguish colors)
<input type="checkbox"/>	Peripheral vision (ability to observe up and down, left and right while eyes are fixed on a given point)
<input type="checkbox"/>	Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
<input type="checkbox"/>	Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
<input type="checkbox"/>	No special vision requirements

WORK ENVIRONMENT

Work environment is typically an office setting.

Effective Date of Job Description: _____ Last Reviewed: _____

Employee Signature: _____ Date: _____

Print Employee Name: _____

HR Director Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

The City Management has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City of Miami reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.





Application for Employment

City of Miami
Human Resources Division
PO Box 1288 [129 5th Avenue NW]
Miami, OK 74354-1288
918.542.6685

Position applied for: _____

*You must specify a position.

Date: _____

Please completely fill out the following form. [Please Print]

Name: _____ Email Address: _____
LAST / FIRST / MIDDLE

Address: _____ Phone #1: _____

City: _____ State: _____ Zip Code: _____ Phone #2: _____

How did you hear about this position? _____

Have you read the job requirements for this position? If YES, can you perform the essential functions of the position for which you are applying with or without a reasonable accommodation? If NO, please explain.

Are you legally eligible to be employed in the United States?

Will sponsorship be required?

Are you over the age of 18? (If NO, you may be required to provide authorization to work.)

Have you ever been convicted of a felony?

Have you ever been convicted of a misdemeanor?

Have you ever received a deferred judgment or any other probationary disposition for a felony or misdemeanor?

If YES, please explain below: (A conviction will not necessarily result in the denial of employment.)

Have you ever worked for this City before? If YES, when? (give dates) _____

Department/Supervisor/Job Title: _____

Are you available to work: Days Nights Weekends Full Time On Call 10 Hour Days
(Check all that apply)

Are you presently employed? If YES, why are you considering leaving?

EMPLOYMENT HISTORY

LIST your last three [3] employers [beginning with your present or most recent], include military experience.
 EXPLAIN any gaps in employment in comments section below.

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate		
		Final		
May we contact for reference YES NO Later		\$	Per	
Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate		
		Final		
May we contact for reference YES NO Later		\$	Per	
Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities:
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Address				
Job Title		Hourly Rate		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate		
		Final		
May we contact for reference YES NO Later		\$	Per	

Comments [including explanation of any gaps in employment]:

Skills & Qualifications: Summarize special skills/qualifications acquired from employment or other experiences that may qualify you for work with this organization.

EDUCATION

	Name and Location of School	Course of Study	# of Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? If YES, please describe:

REFERENCES

List name and telephone number of three business/work references who are not related to you. If not applicable, list three non-work references who are not related to you.

Full Name of Reference	Relationship	Telephone / contact information	Years Known

List any additional information / comments you would like us to consider: _____

Employment Application Disclaimer and Acknowledgement

By initialing, I understand and acknowledge the following:

- _____ The City of Miami is an equal opportunity employer, except as specifically noted in job classifications for which certain laws may provide other rights. Applicants will receive consideration for positions, without regard to race, color, religion, age, sex, sexual orientation, marital status, disabilities, veteran status, national origin, and any other characteristics protected by federal, state or local law.
- _____ I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify or provide misleading information is grounds for refusing to hire me, or for discharge should I be hired.
- _____ I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.
- _____ In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.
- _____ I acknowledge that the City of Miami is an At-Will employer, except as specifically noted in job classifications for which certain laws may provide other rights, that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.
- _____ I understand that upon a conditional job offer made by the City of Miami, a pre-employment drug test, a complete background check, and a pre-employment physical will be required.
- _____ I understand that no representative of the City of Miami, other than the City Manager, has any authority to enter into any agreement for employment for any specified period of time, or to assure or make some other personnel move, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or to make any agreement, that is contrary to the foregoing.
- _____ I understand that by checking the box it constitutes a legal signature by me.

THE CITY OF MIAMI IS AN EQUAL OPPORTUNITY EMPLOYER

Signature of Applicant

Print name of Applicant

Date