



HR Generalist

Job Code:	HRG	FLSA Status:	Exempt
Reports to:	Human Resource Manager	Department:	Administration
Job Type:	Regular, Full-Time	Last Revised:	January 2024

Position Summary

The Human Resource Generalist will provide departmental support on all personnel matters, employee benefits, payroll processing, full-cycle recruiting, and record keeping, while ensuring the Agency complies with all federal, state and local laws. This position requires the ability to build effective working relationships with GMX employees at all levels. This position will report to the Human Resource Manager.

Required Education and Experience

- Bachelor's Degree in Human Resources, Business Management or Business Administration, or related field; and
- Minimum of 5 (five) years of professional experience

An equivalent combination of training and experience that provides the required skills, knowledge, and abilities for this position may be considered.

Required Knowledge, Skills and Abilities

- Ability to handle multiple priorities and meet deadlines
- Working knowledge of employment-related laws and regulations
- Ability to successfully source and hire qualified candidates
- Comprehensive knowledge of learning and development, compensation, performance management, employee relations, and career development
- Ability to manage a variety of issues with diplomacy and in a confidential manner
- Excellent communication, problem-solving, and negotiation skills
- Ability to manage confidential information with discretion
- Proficient with or the ability to quickly learn the Agency's ERP system (MUNIS)
- Must be passionate, and dedicated to success
- Ability to exercise with discretion and independent judgment
- Strong organizational and time management skills

Essential Duties

- Ensure compliance of all Agency's policies and procedures
- Accurately process employee payroll, including reconciling payroll data and resolving discrepancies
- Assist with the development of compensation and benefit programs that will attract and retain talent needed to achieve Agency's goals
- Support the full recruitment process including posting new positions, conducting initial applicant screenings, coordinating interviews, and performing administrative tasks to complete system-based hiring process
- Actively participate in Job Fairs and other recruiting efforts
- Ensure compliance with all Federal, State and Local laws including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth
- Maintain human resource files to required standards, including personnel files, medical files, recruiting files, I-9's, etc.
- Assist with employee training programs (creating, scheduling, coordinating and maintaining of records)
- Assists with creating job descriptions
- Conduct employee and applicant background checks and immediately report any discrepancies to the HR Manager
- When applicable, attend and participate in employee disciplinary meetings, terminations, and investigations
- Promote HR programs to create an efficient and conflict-free workplace
- Accurately record changes, in HRIS system and all electronic files
- Assist with the maintenance and monitoring of all workers' compensation case files
- Support off boarding and position elimination activities to ensure a seamless and thoughtful process for affected employees and non-affected managers and employees

Special Requirements, Licenses and Certifications

- Possession of valid Florida Driver's License and ability to maintain a safe driving record in order to occasionally operate GMX vehicles for business purposes.

Working Conditions & Required Physical Abilities

This position is generally located in a quiet to moderately noisy indoor office environment.

Individuals in this type of position must have the use of sensory skills in order to effectively communicate with other employees and the public through use of the telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of fingers in order to handle, feel or operate objects and write. Must have the physical capabilities to move about the office and to effectively use and operate various items of office related equipment, such as but not limited to: personal computer, calculator, telephone, copy and fax machines. May involve extended periods of time seated at a keyboard or workstation. May occasionally involve lifting, carrying, pushing and/or pulling of materials and objects weighing up to 20 lbs.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the job.

Employee Acknowledgement

I have read this position description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this position description does not constitute an employment contract with the Greater Miami Expressway Agency.

Employee Signature

Date

Employee Name (please print)