



**Mount Vernon**

*An Innovative Community; Authentically Hometown*

## The City of Mount Vernon

An Equal Opportunity Employer

<b>Job Title:</b>	<b>Human Resources Generalist</b>	<b>Department:</b>	Human Resources
<b>Job Number:</b>	N/A	<b>Reports To:</b>	Director of Human Resources
<b>Position Type:</b>	Full-time 40 hours per week	<b>Address:</b>	40 Public Square Mount Vernon, Ohio 43050
<b>Typical Work Schedule:</b>	Monday-Friday 8:00 a.m.-4:00 p.m.	<b>Pay Range:</b>	Min. \$54,974 — Max. \$76,960
<b>Contact Information:</b>	Director of Human Resources 740.462.3147	<b>FLSA:</b>	Exempt
<b>How to apply:</b>	Email a cover letter and resume to <a href="mailto:dneff@mountvernonohio.org">dneff@mountvernonohio.org</a> .	<b>Civil Service:</b>	Unclassified

### Objectives

The HR Generalist will play an important role, focusing on all aspects of the talent management process within the public government sector. Responsibilities will include developing recruitment strategies, proctoring Civil Service examinations, tracking applicants, and scheduling interviews. The Generalist will also facilitate onboarding and offboarding processes and support various HR functions to enhance overall departmental effectiveness.

### Minimum Education, Certifications and Licensure Qualifications

- Bachelor's Degree in Human Resources, Psychology, Business Administration, or related field.
- One to three years of related work experience; preferably with talent management and professional development.
- Public sector experience, a plus.
- Civil Service experience, a plus.
- Grant writing experience, a plus.
- Must possess and maintain a valid State of Ohio driver's license.

### Job Description

#### ESSENTIAL JOB FUNCTIONS:

- Develop, design, and execute a variety of recruitment strategies/campaigns on social media platforms and targeted job boards.
- Identify qualified candidates by a review of job applications/resumes, schedules and assists in conducting interviews, assists with civil service testing, conducts thorough reference and background checks, and coordinates pre-employment drug screenings.
- Ensure all facets of the talent management process is compliant with State and Federal regulations.
- Manages all communication efforts with candidates. This would include notifications to all selected and non-selected candidates.
- Assist with Civil Service testing/competitive examinations – online and in-person proctoring, processing, and communication.
- Maintain all records and proceedings relating to the Civil Service Commission in compliance with the Rules and Regulations established by the Commission, the Ohio Revised Code, the City of Mount Vernon and the Ohio Constitution.
- Post notifications of all Civil Service Commission meetings.
- Coordinate, attend and participate in taking minutes for all Civil Service Commission meetings.
- Post and advertise any classified entry level openings within the realm of service and safety under Civil Service.
- Secure any facility, testing agency and equipment necessary to administer entrance and promotional exams.
- Communicate with the Civil Service Commission regarding open positions and continuous updates.
- Updates Civil Service job descriptions when needed.
- Maintains applicant tracking system.
- Schedule hearings and issue notices on rulings of all appeals relating to reduction, suspension, or removal.
- File with the State of Ohio the annual report of activities relating to the Administration of the Civil Service Commission.
- Screen all applications according to provisions required.
- Respond to inquiries relating to open civil service positions.



**Mount Vernon**

*An Innovative Community; Authentically Hometown*

## The City of Mount Vernon

An Equal Opportunity Employer

- Identify, define, and develop funding sources to support existing and planned employee-related program activities and projects as well as lead the development, writing, and submission of grant proposals to Federal, State, and public funding agencies.
- Coordinate internal and external communications – Including but not limited to, all social media recruitment content, employee announcements, employee appreciation event communication and other events as needed.
- Coordinate and assist with employee events; appreciation luncheon, wellness/benefit fair, etc.
- Coordinate and participate in community job/recruitment/career fairs, both locally and within a reasonable driving distance.
- Participate in additional recruitment opportunities – guest presentations at local schools and higher education institutions.
- Coordinates onboarding processes and practices with new hires.
- Coordinates and assists with professional development opportunities, compliance training, webinars/programs.
- Co-chair the Employee Recognition/Workforce Development Committee.
- Assist with promotional marketing swag design and orders.
- Update website content, as needed.
- Design and implement employee related surveys.
- Develop, design, and distribute digital city-wide employee newsletter.
- Assists with the facilitation/coordination of employee evaluations.
- Assists with public record requests and monitors the Next Request portal.
- Attends City and community functions, as needed.
- Coordinates and assists with the department Record Retention policy.
- Employee file management – including scanning and record retention.
- Performs modern computer practices and operations.
- Maintains confidentiality at all times.
- Coordinate and participate in city-wide tours for new hires, when needed.
- Update HRIS system with current information on a regular basis.
- Update applicant tracking and onboarding portal on a regular basis.
- Participates in budget forecasting.
- Assists the Director of Human Resources with essential functions of the department as needed.
- Maintain employee records and file management.
- Demonstrates regular and predictable attendance.
- Other duties as assigned.

### **NON-ESSENTIAL JOB FUNCTIONS:**

Performs related non-essential functions as required.

### **I. JOB REQUIREMENTS**

#### **Equipment:**

Ability to operate a variety of office equipment such as computer and related software, copier, scanner, telephone, calculator, FAX machine, modern technology and other equipment necessary to perform duties. Ability to safely operate a motor vehicle is required.

#### **Knowledge, Skills, and Abilities (KSA's):**

##### **Knowledge:**

- Knowledge of employment recruiting regulations including but not limited to Equal Employment Opportunity.
- Knowledge of Ohio Revised Code Chapter 124.
- Knowledge and adherence to the Civil Service Rules and Regulations.
- Knowledge, adherence, and ability to follow Federal, State, City, and department policies and procedures.



**Mount Vernon**

*An Innovative Community; Authentically Hometown*

## The City of Mount Vernon

An Equal Opportunity Employer

- Knowledge of grant funding sources, grant submissions and processes with Local, State, and Federal agencies, preferred.
- Knowledge of effective grant writing techniques, preferred.
- Knowledge of Human Resource Development and Management.

### Skills:

- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite and department related software.
- Project management skills and ability to prioritize work.
- Organization skills relating to the many facets of the talent management process.
- Skilled in recruitment strategies.
- Skilled in interview processes.
- Skilled in accounting processes, including budget forecasting.

### Ability To:

- Ability to apply critical thinking skills and KSA's to effectively define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills.
- Ability to locate Local, State, and Federal grant funding sources.
- Ability to write effectively, utilizing proper grammar.
- Ability to work independently, under pressure, and to set and achieve goals.
- Ability to multitask with accurate focus and refocus in a fast-paced environment.
- Ability to effectively work independently and in collaboration with other staff members and outside agencies.
- Ability to meet deadlines.
- Ability to work with department heads regarding their recruitment needs.
- Ability to communicate professionally and effectively with internal and external customers, both orally and in writing.
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally/mentally or otherwise unable to function within reasonable range of constructive behaviors.
- Ability to travel to meetings, events, and other locations as needed.
- Ability to lead by example.
- Ability to influence and persuade across all levels of the organization, exercising a high degree of confidentiality, professionalism, poise, tact, and diplomacy to accomplish objectives.
- Ability to operate in an effective and organized environment.
- Ability to be meticulous with details.
- Ability to maintain confidentiality at all times as an essential member of the Office of Human Resources.
- Ability to get along with others.

## **II. DIFFICULTY OF WORK**

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies, and the interrelationship of programs under extremely complex and difficult situations. It requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

## **III. SUPERVISORY RESPONSIBILITY**

N/A

## **IV. WORK RELATIONSHIPS**

Contact is with the Director, co-workers, employees from public and private sector organizations and the general public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, job development/referrals, make recommendations and handle questions about department, programs, and customer concerns.



# The City of Mount Vernon

An Equal Opportunity Employer

## V. PHYSICAL EFFORT AND WORK ENVIRONMENT

**Physical Requirements:** The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

**Physical Activity:** The physical activity of the position is manual dexterity, talking, hearing, lifting, pushing, pulling, reaching, and walking.

**Visual Activity:** The minimum visual activity of the seeing job is close to the eyes. This position may be required to use dual monitors.

**Job Location:** The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

### ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the job description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

**Employee  
Signature:**

**Date:**

**Revised:**

New 1.15.24

10.04.2024