HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102 Burlington, VT 05401 **Voice (802) 865-7145**
Fax (802) 864-1777
Vermont Relay: call 7-1-1 or 800-253-0191

HUMAN RESOURCES GENERALIST/
RECRUITMENT AND TRAINING SPECIALIST
HUMAN RESOURCES

POSTING DATE: March 15, 2016
RATE OF PAY: $51,962 - $57,951/YR DOE
EXEMPT/NON-EXEMPT: Exempt
DEADLINE TO APPLY: March 28, 2016
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: 18
UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

As a member of an integrated Human Resources team, the HR Generalist/Recruitment and Training Specialist is responsible for the implementation and coordination of training and development programs, recruitment and retention and associated HRIS data management, reporting and analysis.

Essential Job Functions

This position will work at a high level to support consistent and coordinated training initiatives and strategically interpret, apply and monitor workplace training and compliance programs ensuring excellence, equity and advancement of cultural competency in the delivery of a wide spectrum of HR activities.

Training/Development/Compliance

- Track and monitor City-wide training initiatives ensuring that training provided is consistent and conducted in a culturally competent manner.
- Provide either personally, or through use of external experts, coaching/training/presentations to City employees on legal compliance relating to EEOC, worker's compensation, illegal harassment, cultural competency and diversity, FLSA, ADA, ADEA, FMLA, VOSHA and other applicable state, local and federal laws and regulations.
- Work with HR Managers and Department Heads to create systems that link accountability for supporting the City's ongoing trainings, compliance, safety, and diversity initiatives to performance metrics.
- Manage employee evaluation cycles for HR Managers, ensuring notifications, step placements and evaluations are conducted in a timely manner.

Equity

- Support HR Managers in conducting intake interviews and investigations in response to harassment/respect in the workplace allegations and employee grievances in consultation with HR Director and legal counsel and equity consultants as necessary.
- Carry out research assignments to support an inform collective bargaining, grievance procedures and diversity initiatives.
- Support the City's diversity, equity and cultural competency initiatives by representing the City at meetings and trainings such as (but not limited to) We All Belong, to assist the administration in developing City practices and standards for an inclusive and diverse workforce at all levels of staff.

Employment and Recruitment

- Support regular and seasonal recruiting efforts by identifying recruitment strategies to create a diverse applicant pool, training hiring committees on techniques to reduce implicit bias in the interview process and participate in the selection process for new hires and promotions.
- Facilitate recruitment administration and manage related data. Receive and track all application materials in HRIS system. Maintain demographic data on applicant pools and report on outcomes of recruitment sources. Maintain relationships with community partners for posting job openings at locations to help achieve diversity of candidates.
- Conduct regular new employee orientations and present sexual harassment, non-discrimination and diversity awareness training at orientations for seasonal employees.
- Oversee pre-employment medical exams, fitness for duty requests, drug and alcohol testing, background checks, Hepatitis B vaccination programs, Needle exposure plans, VOSHA and Department of Transportation medical examination testing requirements including CDL drug pool and annual license verification as applicable.
- Analyze data to identify employment trends. Communicate trends and results to HR team to share with department managers as appropriate.
- Support HR Managers in maintaining up-to-date job descriptions and organizational charts.
- Conduct exit interviews, participate in separation process and track demographic information to inform effectiveness of diversity and equity initiatives intended to retain a diverse workforce.
- Prepare and submit EEO reports.

Safety and Wellness

- Work with HR Managers to promote and coordinate work place safety initiatives including tracking and identifying any cultural or language barriers that may present additional safety risks for employees and working to mitigate disparate impact.

- Track and analyze employee EEO data to help determine if there are any correlations between the number of workplace accidents and factors such as cultural differences, language barriers and disability.
- Play a supporting role on City's Wellness Team keeping in mind differences in cultural norms related to wellness and overall healthcare.

Compensation

- Track, analyze and report on demographics related to step placements, reorganizations, promotions and classification/reclassification packages as required.
- Conduct and participate in compensation studies as assigned. Make recommendations related to historical equity issues.

Human Resources Administration

- Directly contribute to the day to day functional operations of the human resources office including serving as backup to other staff including the Human Resources Director.
- Participate in cross-functional teams and other COB projects and initiatives as assigned.
- Identify, create, implement and manage special projects that are in alignment with the ever changing needs of the City's dynamic work environment.
- Build strong working relationships to provide strategic influence through empowerment and holding themselves and others accountable.
- Work outside of regular business hours to attend City Council and sub-committee meetings as necessary.
- Perform other duties as assigned.

Qualifications/Basic Job Requirements:

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 job functions.

- Bachelor's Degree Human Resources, Training and Development, Diversity, Organizational Behavior, Business Administration, or related field and a minimum of three years training and development or an equivalent combination of education, certification and experience required.
- Ability to perform presentations/training to large audiences required.
- Proficiency in human resources information systems and databases required.
- Proficiency in Microsoft operating programs, specifically Word and Excel required, Visio and Access a plus.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development and ability to view all aspects of work through a culturally competent lens required.
- Demonstrated commitment to continuous professional development to remain current with HR theory, terminology, laws, regulations and best practices required. Professional in Human Resources (PHR) and/or SHRM-CP certification preferred.
- Ability to effectively and professionally represent the Human Resources Department and the City in all written and verbal interactions with multiple stakeholders including City employees, elected officials and members of the general public required.
- Ability to use solid judgment, demonstrating the utmost level of the confidentiality, integrity and trustworthiness while honoring both employee and employer rights and privacy is required.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Ability to prioritize work and problem solve to accomplish competing objectives while meeting deadlines is required.
- Regular attendance and availability to respond to emergent and time-sensitive situations are essential to meeting expectations of the job functions.
- Ability to interpret legal, policy and contract language and communicate meanings in a clear and effective manner required.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.