

Anise Miller
Human Resource Generalist
Department of Human Resources
Ext-7968

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City of Chester
Job Posting

Position Title: Human Resources Generalist
Organization Unit: Department of Accounts & Finance
Reports to: Director of Human Resources
Status: Full-time, Non-Bargaining Unit
Hours: M-F, 9:00am – 4:30pm
Posting Period: March 9, 2023- March 22, 2023 or until position is filled
Salary Range: \$50,000 - \$55,000
Benefits: Medical, Vision, Dental, & Life

Summary: The HR Generalist performs and oversees a wide range of human resources functions in compliance with local, state, federal, and organizational regulations. Strong interpersonal skills are required to develop rapport and trusting relationships with leadership and other team members. This position carries out responsibilities in the following functional areas: employee relations, record keeping, file maintenance, policy interpretation and implementation, and employment law compliance, talent acquisition, employee development and training. May carry out additional responsibilities.

Essential Duties and Responsibilities:

1. Works jointly with team members to ensure compliance in all areas of human resources;
2. Maintaining physical and digital files for employees and their documents, benefits, and attendance records
3. Collaborating with outside vendors, upper management, and employees to maintain CSR standards conscripted by authorities
4. Taking appropriate disciplinary action against employees who violate rules and regulations and addressing employee grievances
5. Manages workers compensation process including ensuring that information is submitted in compliance with the Pennsylvania Workers' Compensation Act;
6. Manages Heart and Lung benefits for eligible employees in compliance with the Pennsylvania Heart and Lung Act;
7. Creating onboarding plans and educating newly hired employees on HR policies, internal procedures and regulations, and training
8. Special projects and all other related work as assigned;

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9. Creating a recruitment plan and calendar according to operations
10. Generating official internal documents such as offer letters, appointment letters, salary slips and warning letters
11. Creating employee engagement plans, getting necessary budget approval, and initiating activities
12. Evaluating employee performance and appraising their pay scale accordingly.

Qualifications & Experience Should Include:

1. Bachelor's Degree in Human Resources, Business Administration, or Public Administration;
2. 1-3years' experience in human resources or related field; or an equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
3. The ability to withhold sensitive information and maintain a high level of confidentiality;
4. Advanced computer skills, including data entry, data processing, communication tools and payroll and human resources software.
5. Advanced certifications such as; Associate professional (APHR) or Professional (PHR) not required but, recommended.
6. Must be a Chester resident;
7. Must be able to pass all pre-employment testing required for the position.

Physical Attributes/Demands

Work requires the ability to sit, stand, bend, reach, and occasionally lift objects up to 15 lbs. The employee is occasionally required to stand, walk, and have manual dexterity with hands and fingers. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work Environment:

Work is performed in normal office conditions.

**CONTACT THE DEPARTMENT OF HUMAN RESOURCES AT 610-447-7700 EXT- 7968 FOR A
JOB APPLICATION OR DOWNLOAD FROM THE CHESTER CITY WEBSITE AT
WWW.CHESTERCITY.COM**