

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Human Resources Generalist

SALARY RANGE: ACS Grade K Pay Range: \$51,217 - \$63,040

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

- Plan, design and administer recruitment and selection strategies for exempt and non-exempt positions.
- Coordinate with the Department head: Analyze job duties, develop or revise summary job descriptions as needed.
- Produce documents such as job postings, letters and ads, on a regular basis;
- Familiar with social media recruiting through channels such as Universities, Job Boards, Michigan Talent Bank and LinkedIn.
- Review all applications for posted requirements. Administer pre-employment tests, interview applicants, assist with completing background investigations.
- Develop and/or select appropriate tests and/or testing agencies; Select and train oral interview panels.
- Answer questions and interact with the public and co-workers. Take action to resolve issues.
- This position will serve as part of the labor relations team and will be cross trained in the areas of benefits and information management and research.
- Perform specialized functions related to administration of the City's Workforce Diversity Plan, including targeted recruitments; preparation of statistical reports and reports for negotiation purposes.
- Provide advice to management and City employees on employment related policies and procedures, interpretation of rules, and government regulations regarding the hiring process. Conduct compensation surveys.
- Make presentations to staff regarding the recruitment process;
- Represent the City in community and recruiting events; Coordinate and provide staffing for Career Fairs.
- Handle the coordination and/or execution of sensitive and complex special projects and other duties as assigned.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Bachelor's degree or equivalent in Human Resource Management, Business Administration, or closely related field.
- Three to five years of full time experience in Human Resource Management at a professional level, including demonstrated experience in high volume recruitment and selection for exempt and non-exempt employees. Experience in a municipal and/or unionized environment preferred.
- Proficiency in Microsoft Suite software and the ability to learn City HR/payroll system.
- Demonstrated knowledge of employment laws and best practices, including federal, state and local employment laws, organizational planning, basic labor relations, safety, training, and employee relations, preferred;
- Requires excellent research, analytical and communication skills,
- Ability to build and maintain a professional and positive relations with the public and co-workers.
- Must possess the ability to perform high volume, multi-task duties during peak periods in an accurate and timely manner.
- Must possess a valid Michigan driver's license and must meet the City of Southfield's driving standards.
- Problem solving and organizational skills and the ability to work well under deadline pressure.
- Advanced proficiency in Microsoft Excel software, capable of producing ad-hoc reports for various calculations.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department, 26000 Evergreen Road, Southfield, MI 48076

Complete application package may be downloaded from the City's website at www.cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 P.M.

November 27, 2019

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Vr DATED: October 28, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.