



**Job Title:** Human Resources Generalist  
**Department:** Human Resources  
**Location:** Revere City Hall, 281 Broadway, Revere  
**Hours:** Monday- Thursday: 8:15a.m-5:00p.m.; Friday: 8:15a.m.-12:15p.m.  
**Salary:** \$50,000 - \$55,000 This is a non-union position

**DESCRIPTION:**

Under the supervision of the Chief of Human Resources, this position is responsible for performing tasks related to the function of the Human Resource Department. This person will be responsible for legal compliance, leave administration, and project management. The person in this position will also take a leadership role in the implementation and administration of the HRIS program for the City.

**ESSENTIAL FUNCTIONS:**

- Process health and dental enrollments, terminations and changes as well as related deductions
- Assists with the City's efforts to maintain compliance with all federal, state, and local laws and regulations
- Prepares, collects, and processes COBRA and FMLA notifications and enrollments
- Manages all leave programs including but not limited to military leave, FMLA, workers compensation and personal leaves of absence
- Populate and maintain the human resources module within the MUNIS system for employee record keeping
- Implement a program to automate time and attendance record keeping
- Assists with the planning and administration of annual open enrollment
- Supports ongoing projects within the Human Resource office
- Assists the Benefits Administrator and performs his/her duties as needed
- Performs general administrative tasks in support of the human resource office
- Performs other related duties as assigned

**QUALIFICATIONS:**

- Revere residency required. Waiver required for non-Revere residents.
- Bachelor's Degree in business administration, human resources or a related field preferred
- 1 – 3 years of related experience. Previous experience within a municipality is preferred.

## **KNOWLEDGE, ABILITY, AND SKILLS:**

### Knowledge:

- Knowledge of benefit administration principles, practices and methodologies
- Knowledge of COBRA, FMLA, Medicare and other federal and state employment laws

### Abilities:

- Ability to establish and maintain effective working relationships
- Ability to communicate effectively and efficiently verbally and in writing
- Ability to maintain strict confidentiality
- Ability to creatively solve problems

### Skill:

- Working knowledge of Microsoft office and other related computer software with a high level of proficiency in Microsoft Excel and PowerPoint.
- Highly detail oriented

## **WORK ENVIRONMENT**

Work is primarily performed in an office environment. The work involves sitting, standing, walking and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Monday, September 21, 2020 at [www.revere.org/jobs](http://www.revere.org/jobs). Please submit a resume, cover letter and salary requirements with your application.