



City of Moody Job Description

JOB TITLE: Human Resources Clerk

DEPARTMENT: Administrative

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

GENERAL SUMMARY

The human resources employee is responsible for activities relating to City employees including the onboarding/offboarding process, maintaining personnel records, administering payroll and benefits, and staying knowledgeable of current Federal and State Laws in relation to municipal Human Resources management. This position requires demonstrated competency, knowledge and ability in performing routine and special assignments in a variety of areas. This classification is a full-time, non-exempt, hourly position and will have no supervisory responsibility. Full benefits are associated with this position.

SUPERVISION

Under the general direction of the City Clerk

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only. They are not meant to be a complete and exhaustive listing of all duties and responsibilities of this position.

1. Adhere and comply with the City of Moody Policy and Procedures Manual.
2. Maintain and retain accurate, detailed, and up to date employee records, in compliance with Federal and State laws, including digital and physical files.
3. Process payroll for all departments and stay up to date with changing payroll compliance laws.
4. Administer and communicate information about benefits for City employees including insurance, retirement, vacation/sick time, holidays, etc. in accordance with Personnel policy.
5. Advertise job openings and oversee the interview and onboarding processes for new employees.
6. Maintain accurate job descriptions and classifications for all positions.
7. Manage and communicate updates with regards to the Policy and Procedure Manual as the City implements them.
8. Organize and maintain open enrollment for insurance annually.
9. Assist employees with questions and needs regarding benefits and personnel policy.
10. Coordinate with Workers Compensation, employees, and supervisors regarding Workers Compensation claims.
11. Keep in compliance with Federal and State laws including HIPPA, FMLA, FLSA, DOL, EEO, and tax laws.
12. Maintain accurate data and send reports to the appropriate entities as required throughout the year, including ACA compliance, end of the year reports in relation to W-

2s, Worker's Compensation Audits, E-Verify and DOL reports, annual records audits, etc.

13. Maintain confidentiality with all employee information and follow HIPPA, DOL, and DHS regulations.

14. Attend classes and continuing education workshops as needed.

15. Promote a team work environment; assist coworkers when necessary.

LICENSE & CERTIFICATIONS

Possession of a valid Alabama Driver's License

EDUCATION & TRAINING

High School Diploma or equivalent

Municipal HR Experience required

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying.

KNOWLEDGE & SKILLS

Knowledge and ability to use Excel, Word, Adobe, Canva, and other digital platforms as needed.

Maintain continually updated spreadsheets.

Ability to listen, understand, retain, follow, and apply verbal and written instructions or directions.

Establish and maintain cooperative working relationships with others.

Respond courteously to public inquiries.

Recognize and use safe work practices.

Be able to communicate often complicated information effectively.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Considerable time sitting.

Ability to lift light loads from time to time (5- 10 lbs.)

I hereby acknowledge receipt and acceptance of the job description by signing my signature below.

Employee Name

Date