



HR Generalist I

Job Posting Announcement

Posting Date: 12/9/2021

Classification: Grant Services Specialist II (GSSII)

Functional Job Title: HR Generalist I

Status & FLSA: Temporary Benefits Eligible

Bargaining Unit: City of Union of Baltimore (CUB)

Grade: 919

Salary Range: 48k

Location: 417 E. Fayette Street Suite 468, Baltimore MD 21202

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for all City residents to maximize their career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Position Overview:

This grant-supported position is funded by Baltimore City's American Rescue Plan Act (ARPA) allocation, with funding available through 2023. ARPA workforce programs will provide residents an opportunity for meaningful work, financial stability, and a hopeful future as the City recovers from the public health and economic crises of the pandemic. MOED's programs will serve residents citywide and prioritize disadvantaged workers who are unemployed or underemployed due to COVID-19. Programs include apprenticeships, sector-based occupational training (Train Up), transitional employment (Hire Up), support services (including legal and behavioral health services, financial empowerment counseling, and adult education), summer youth employment and school-time job readiness training (YouthWorks), wage subsidies for small, minority-owned businesses, transportation assistance, and the expansion of MOED's community job hubs network.

Essential Duties and Responsibilities:

- Interviews job applicants for positions; reviews job applications to determine the qualifications of applicants; recommends the selection of applicants to program personnel; orients new employees.
- Conducts exit interviews to determine factors affecting human resource recruitment and retention.
- Interprets and explains a wide variety of Federal, State and local human resource policies and procedures to agency employees and management.
- Compiles human resource materials for superior for use in Civil Service hearings on employee dismissals; arranges for witnesses and may testify on submitted materials.

- Under direction, collects documents to initiate human resource actions such as classification studies of classes, Promotion after Training Program studies, Training Program participation and personal services contracts.
- Collects background data on positions and classifications; reviews position descriptions for completeness and accuracy; may interview employees and their superiors to obtain information on duties, responsibilities and organization; may document findings, prepare justifications and recommend classification determinations.
- Examines unemployment compensation claims and makes recommendations to the Department of Human Resources on discrepancies in claims; compiles data on claims and secures witnesses for unemployment compensation claims hearings.
- Requests examinations and eligibility lists from the Department of Human Resources; provides information on requests.
- Prepares human resource forms, correspondence and reports; processes forms in accordance with City administrative procedures.
- Maintains personnel records and files.
- Acts as agency liaison with the Department of Human Resources and other agencies and confers on human resource matters and resolves problems.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of human resource administration.
- Ability to interview, select and place job applicants.
- Ability to interpret and implement human resource policies and procedures.
- Ability to speak and write effectively.
- Ability to compile data and prepare statistical and narrative reports.
- Ability to establish and maintain effective working relationships with City employees, management and the public.
- Ability to maintain human resources records.

Minimum Required Education and Experience:

- Requirements - A bachelor's degree from an accredited college or university and one year of experience in human resource administration.
- Equivalencies - An equivalent combination of education and experience. One year of graduate course work in human resource administration, business administration or public policy from an accredited college or university may be substituted for the experience requirement.

Interested applicants may [apply via this link](#).

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider