



Job Title:	HR Generalist	Department/ Location:	Human Resources
FLSA Classification:	Exempt	Date Drafted:	November 2025
Reports To:	Human Resources Director		

Position Summary

The Human Resources Generalist plays a critical role in supporting the daily operations of the City's Human Resources Department, focusing primarily on benefits, payroll administration, compliance, and employee support. This position is responsible for the accurate and timely administration of the City's bi-weekly payroll cycle, the comprehensive management of all employee benefits, and the maintenance of confidential personnel records. The HR Generalist provides expertise and guidance to City employees and management on HR policies, coordinates recruitment and onboarding activities, and supports the Director in managing the City's safety and risk management programs.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Manages the full bi-weekly payroll cycle in conjunction with the Finance Department, ensuring the accurate calculation and processing of wages, deductions, accruals, and personnel-related payments (e.g., bonuses, awards).
- Administers all aspects of employee benefits (health, dental, vision, life, retirement), including enrollments, terminations, claims resolution, mandated reporting, and coordinating the Benefits Committee functions.
- Maintains accurate and comprehensive employee personnel, medical, and attendance records, ensuring strict compliance with City policies, and federal, state, and local regulations.
- Provides critical information and documentation necessary for the successful completion of all internal and external annual audits.
- Serves as a primary HR contact to advise employees and management on City policies, procedures, and benefit-related issues.
- Supports the Director of Human Resources in the day-to-day operations, including assisting with policy interpretation, program development, and preparing documentation for employee relations matters (e.g., counseling, disciplinary actions).
- Develops and maintains the City's health and wellness program, researching and recommending improvements to the HR Director.
- Coordinates the recruitment process, which includes assisting with job description development, applicant communication, interview scheduling, and implementing new hire orientation and onboarding.
- Oversees and monitors the City's Safety Program and Workers' Compensation administration; serves as a liaison with insurance carriers, examines accident claims, and assures City compliance with ADA requirements.
- Provides requested information necessary for the completion of all annual audits.
- Uses discretion in dealing with confidential information.

Position Responsibilities- Non-Essential/Other

- Ability to analyze and interpret data and to present its finding to the administrator or finance director in clear written and oral form. Ability to establish and maintain cooperative relationships with City officials and employees, government representatives, and other business partners. Ability to stay current with all municipal laws.



- Be or become proficient with the City's accounting and computer software. Be proficient with Microsoft Excel and Word, e-mail, Internet, and other County and State systems.
- Other duties as assigned

Essential Skills and Experience

- 4-year Degree in HR or related field preferred and 5+ years human resource experience, in municipal/state government setting required.
- SHRM or IPMA-HR certification a plus.
- Ability to manage multiple tasks and projects while working under limited supervision
- Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.
- Requires performing coordinating work involving guidelines and rules with constant problem solving.
- Requires reading journals, manuals, and professional publications
- Ability to speak informally to groups of co-workers, staff in other organizational agencies, the general public, and people in other organizations; presenting training; composing original reports, training and other written materials, using proper language, punctuation, grammar, and style.
- Requires performing professional level work requiring the application of principles and practices of a wide range of administrative methods in the solution of organizational problems; coordination of entry level managerial work; requires a thorough understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention to detail for accurate results with frequent exposure to unusual pressures.
- Must possess a valid South Carolina driver's license.
- Requires the ability to synthesize or integrating analysis of data or information to discover facts or developing knowledge or interpretations; changing policies, procedures or methodologies based on new facts, knowledge, or interpretations
- Willingness to establish and maintain effective working relationship with staff and department heads

Beneficial Skills and Experience

- 4-year Degree in HR or related field preferred and 5+ years human resource experience, in municipal/state government setting required
- SHRM or IPMA-HR certification a plus
- Excellent computer skills in Microsoft office suite.
- Exceptional communication / organizational skills a must

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

**Pushing and Pulling Requirements**

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

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|--------------|----------------|---|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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