



The Town of Avon Announces the Recruitment for the Following Position:

## ***Human Resources Generalist***

**Department:** Human Resources  
**Reports to:** Director of Human Resources  
**Date Posted:** August 24, 2022

**Status:** Full-time, 37.5 Hours/Week  
**Salary Range:** \$63,245-\$87,122  
**Closing Date:** September 9, 2022

Full-time benefits include Health Insurance, Life Insurance, Long Term Disability, 401 (a) Pension Plan, Paid Holidays, Vacation and Sick Leave.

**To Apply For this Position:** An Employment Application is available in Job Opportunities on the Human Resources page of the Town website [www.avonct.gov](http://www.avonct.gov). Applications may be emailed to [HR@avonct.gov](mailto:HR@avonct.gov), hand-delivered to Human Resources Department, or mailed to: 60 West Main Street, Building #5, Avon, CT 06001. Successful candidate must pass a written exam and/or interview, drug test, and background check prior to employment.

**Summary:** This position supports the operations of the Human Resources Department in the management and administration of programs and activities including Staffing and Retention, Budget Preparation, Compensation and Classification systems, Professional Development, Benefits, Risk Management, HRIS, Employee Relations and Policies and Procedures. Performs complex administrative, analytical and technological work

**Examples of Duties:** Determines priority of work tasks. Relieves Director of administrative detail. Transmits and explains Director's instructions to proper persons, and follows up for compliance, completeness, and conformance with deadlines. Performs special assignments, studies, and complex administrative functions as directed. Develops and maintains confidential and complex records and files. Participates in recruitment programs including preparation of job announcements; processing of applications; monitoring personnel tests; setting up interview panels. Participates in Oral Panel interviews of candidates ensuring policy compliance. Conducts employee on-boarding and off-boarding processes. Performs analytical budget functions including maintenance of wage and benefit administration and various budget narratives. Manages and maintains automated Budget and HR modules in AUC. Provides administrative and technical support of the Town Budget. Updates and maintains Classification and Pay Plan for all Departments. Responsible for salary administration and prepares personnel action forms. Coordinates with Accounting/Payroll to resolve issues. Enters and retrieves information from a data base using a computer terminal. Assists Director in the administration of various benefits administration programs such as: Health Insurance, Life Insurance, COBRA, OSHA reporting and compliance, Workers Compensation, and Family Medical Leave Act (FMLA). Assists employees and retirees in resolving issues with insurance. Manages annual open enrollment. Coordinates professional development programs for employees. Provides customer service to employees, retirees and the public. Composes and types routine and more complex correspondence and reports including graphs and tables.

**Minimum Qualifications:** Bachelor's degree in Human Resources or closely related field and four (4) years increasingly responsible experience in Human Resources, or eight (8) years' experience which demonstrates possession of the required knowledge, skills and abilities. Proficient knowledge of Microsoft Outlook, Word and Excel.

**Preferred:** Municipal Human Resources experience

**License or Certificate:** Valid Driver's License.

EEO/AA