

City of Minneola

Human Resources Department



City of Minneola Human Resources Generalist

The City of Minneola is seeking a detail-oriented, well-organized individual for the position of Human Resources Generalist. This position is under the direction of the Human Resources Manager. This position requires an understanding; of state and federal employment regulations and compliance, understanding of personnel and compliance records management, and strong analytical and problem-solving skills. Excellent written, verbal, and interpersonal communication abilities. Responsibilities include but are not limited to benefit and compensation, labor law compliance, provide personnel policy and procedure guidance to employees and management, and maintain up-to-date knowledge of federal and state employment law and compliance requirements (etc.). Requirements; Bachelor's Degree in Human Resources Management, Public Administration or related field. SHRM-CP or IPMA-CP certification is preferred. Four (4) years current/recent (within the past 6 years) experience in human resources at the level outlined in the essential functions. Must live within 25 miles of Minneola.

Starting salary is dependent on qualifications and experience.

Please visit <http://www.minneola.us/human-resources> for more information. Interested applicants should submit a cover letter, resume, and employment application to Julie Alvarez at jalvarez@minneola.us.