



CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

Title: Employee Advocate

Department: Human Resources

Home Department Support: Water Park

GENERAL PURPOSE

Provides specialized HR support for **Neptune Island Water Park (a City of Hartsville Facility)** during the operating season; provides Citywide support of various HR employee programs & processes during “off-season”, including but not limited to administrative tasks related to HR functions.

SUPERVISION RECEIVED:

Under broad guidance exercises discretion and independent judgement, reports to the **Human Resources Manager**.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Water Park Responsibilities:

Responsible for the maintenance, distribution, and internal reporting of all payroll functions. Liaison to the management team for time and attendance issues including time clock requirements, daily time audits, reviews of timecards & coordination of payroll related items.

Creates, monitors & maintains schedules for employees during the operating season. Maintains on-call status for troubleshooting during the operating season.

Provide support needed to resolve issues and present the results to management as it relates to employee suggestions or concerns, risk management (safety initiatives), worker’s comp (injury reporting) and other employee related issues or needs.

Creates a positive atmosphere by demonstrating enthusiasm, a spirit of teamwork and by maintaining high standards and confidentiality.

Assists with employee engagement initiatives.

Prepares a variety of studies, reports and related information for decision-making purposes.

Assists in the processing of new hires and relevant compliance items per department. Supports recruitment initiatives.

Ensures employee orientation fosters a positive attitude toward organization goals.

Ensures proper maintenance of all employment records; coordinates compliance processes.

Supports training, staff development, and employee assistance.

Supports & maintains job descriptions, policies, and procedures for review by the Human Resources Manager.

“Off-season” support to City departments as needed and designated by the Human Resources Manager

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City’s Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

PERIPHERAL DUTIES

May serve on employee committees as needed.

Perform other job functions as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a) Specialized degree in human resources, risk management, public administration, business management or a closely related field preferred; and/or,
- b) Three (3) years of experience in a human resources, risk management, or public administration capacity; or
- c) Any equivalent combination of education and experience, which provides the necessary knowledge, skills, and abilities.

Necessary Knowledge, Skills and Abilities:

- a) High level of interpersonal skills to handle sensitive & confidential tasks/documents. Proficiency in software applications including Microsoft Suite & ADP payroll/related modules.
- b) Ability to: efficiently and effectively administer a human resources system; prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, city officials, community leaders, attorneys, state and federal officials, and the general public.

SPECIAL REQUIREMENTS

- a) Must possess a valid South Carolina driver’s license.
- b) Must be able to complete ServSafe requirements and any licensures associated with food and beverage.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, presentation, and email software; 10-key calculator, smart phone, copier, fax, two-way radio, and other related equipment.

PHYSICAL DEMANDS



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel and reach with hands and arms. The employee frequently is required to walk. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl. The Employee is regularly required to talk or hear.

The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to high, precarious places. The employee is occasionally exposed to risk of electrical shock.

Occasional exposure to unpleasant environmental conditions and/or hazards; occasional outside work and the noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; drug screening, physical and other job related tests as required.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.