

Human Resources Generalist

Human Resources

Rate of pay: \$21.01 hourly

Salary Grade: 19

The City of Johnson City Tennessee is accepting internal, online applications for a Human Resources Generalist. The employee Provides administrative support to the human resources department related to benefits, hiring, payroll and other key HR areas. Duties include assisting with the recruitment and onboarding process, maintaining accurate employee records and managing internal and external communications. Performs related duties as required.

Distinguishing Features of the Class: Employees in this classification perform a full range of human resources support duties within the human resources department. Work is performed in accordance with established procedures and policies. Employees receive occasional instruction or assistance when new or unusual situations arise and are expected to be familiar with departmental operations and procedures.

Essential Functions of Position

Essential duties include, but are not limited to, the following:

- Process and maintain employment records for new and current employees
- Coordinate onboarding for newly hired staff
- Maintain and update data, personnel files and confidential records, using various HR software
- Provide employment verifications and respond to external agency requests
- Initiate background and driver's license checks
- Coordinate random drug and alcohol testing for safety sensitive positions
- Prepare materials and support quarterly Civil Service Commission meetings and annual elections
- Coordinate tuition reimbursement and employee scholarship programs
- Respond to employee inquiries and provide general HR support
- Provide administrative support, including answering phone calls, responding to emails, and handling incoming and outgoing mail
- Review, process, and maintain records of invoices
- Assist with HR projects and perform related duties as assigned

Required Knowledge, Skills and Abilities:

- Knowledge of core human resources functions, practices, and procedures
- Understanding of employment laws, regulations, and general HR compliance responsibilities
- Excellent written and verbal communication skills with strong attention to detail
- Exceptional interpersonal skills with the ability to interact professionally with employees at all levels
- Proficiency in Microsoft Office applications and experience with HR-specific software systems

Acceptable Experience and Training:

- High school diploma or equivalent required
- Supplemental coursework or training in human resources, business administration, or a related field preferred
- One year experience in similar position, strongly prefer 3 three years of any equivalent combination of work experience and education.
- Formal training or hands-on experience in core HR functions, including recruitment, onboarding, employee records management, and benefits administration

Pre-employment physical, and background check required.

EEO/AA

Applications Accepted From: January 14, 2026 until January 28, 2026

Apply at: [Human Resources Generalist - Johnson City, TN - City of Johnson City Jobs](#)

Affirmative Action/Equal Opportunity Employer

The City of Johnson City is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, National Origin, Religion, Sexual Orientation, Age, Veteran Status or Physical/Mental Disability in its services, programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964 and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990
(Except where physical requirements constitute a bona fide occupational qualification.)

