



City Hall
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Job Title:	Human Resources Generalist/ Right-To-Know Officer	Union:	Non Union
Department	Human Resources	Location:	Johnstown City Hall
Position Type	Full Time	Salary:	\$16.50 per hour
Date Advertised:	June 20, 2025	Posting Expires:	4:00:00 PM July 10 , 2025
Applications Accepted By:	Applications can be picked up and returned to the Human Resources office in City Hall, Room 105.		

Job Description

Human Resources Generalist/ Right-To-Know Officer

Position Summary:

The Human Resources Generalist supports a wide range of HR functions, including recruitment, employee relations, compliance, and training. This position plays a vital role in fostering a positive workplace culture and ensuring that HR policies and practices support organizational goals. The Right-To-Know (RTK) Officer is responsible for ensuring organizational compliance with the state's public records laws, particularly the Pennsylvania Right-To-Know Law (RTKL). This position serves as the primary contact for all public records requests, manages the records request process, and collaborates with internal departments to respond appropriately and timely to requests.

Key Responsibilities:

- Serve as the designated RTK Officer in accordance with the Pennsylvania Right-To-Know Law.
- Receive, log, and respond to public records requests within the legally mandated timeframes.
- Review and assess requested documents for public access eligibility, redaction needs, and applicable exemptions.
- Coordinate with legal counsel and city departments to compile accurate and complete responses.
- Maintain organized records of all requests and responses for auditing and tracking purposes.
- Provide training and guidance to internal staff regarding public records compliance.
- Update and post RTK policies, procedures, and forms on the organization's website.
- Prepare annual RTK reports and present data to leadership as needed.
- Administer day-to-day HR operations, including employee onboarding, and records maintenance.
- Assist in recruiting efforts by posting jobs, screening candidates, and coordinating interviews.

- Provide guidance to employees on HR policies, procedures, and workplace concerns.
- Maintain compliance with federal, state, and local employment laws and regulations.
- Assist with performance evaluations and employee development initiatives.
- Collaborate on HR projects such as employee engagement, training, and DEI initiatives.
- Prepare HR reports and assist with audits and file maintenance.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.

Qualifications:

- High school diploma or GED required; Associate in Administration preferred.
- At least one year of Human Resources experience preferred.
- Knowledge of Pennsylvania RTKL or similar public records legislation required.
- Experience working in government, compliance, or administrative support roles is highly desirable.
- Strong attention to detail, legal understanding, and confidentiality are essential.
- SHRM-CP a plus