

## **City of Grand Rapids Job Description**

**Job Title:**                   **Human Resources Officer**  
**Department:**               Administration  
**FLSA Status:**              Exempt  
**Approved By:**             City Council  
**Approved Date:**         July 25, 2022

**Summary:** Performs complex professional and complicated administrative work guiding and managing human resources services, policies, and programs for the City of Grand Rapids, hereinafter known as “City” and Grand Rapids Public Utilities, hereinafter known as “Public Utilities” coordinating the implementation of services, policies, and programs through administration staff, administering and serving on the management team, assisting and advising department heads about human resources issues, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator and Public Utilities General Manager.

**Essential Duties and Responsibilities** include the following. The duties listed are intended only as illustrations 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 that position. Other duties may be assigned.

- Conducts recruiting and staffing based activities.
- Assists with recommending actions pertaining to organization development.
- Ensures the organizations are in compliance with employment and regulatory concerns.
- Facilitates employee orientation, development, and training.
- Develops and recommends changes to policies or documentation procedures.
- Participates in labor relations and contract negotiations.
- Coordinates employee and community communication.
- Assists with the development and administration of compensation and benefits programs.
- Manages employee safety, welfare, wellness and health.
- Coordinates employee services and counseling.
- Oversees the implementation of Human Resources programs through Administration staff. Monitors administration to established standards and procedures.
- Selects and supervises Human Resources consultants and training specialists, and coordinates City and Public Utilities use of health and life insurance carriers, retirement administrators, and other outside sources.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- Participates in Department Head meetings and attends other meetings and seminars.

### **Human Resources Information Systems (HRIS)**

- Manages the development and maintenance of the HRIS.
- File maintenance and records retention.

### **Training and Development**

- Plans and coordinates training to support employment law compliance and achievement of City and Public Utilities goals and policies, and develops on-going training program.
- Provides necessary education and materials to managers and employees including workshops, manuals, and employee handbooks.

- Assists Department Heads and Public Utilities General Manager with the selection and contracting of external training programs and consultants.
- Assists with the development of and monitors the spending of the City-wide and Public Utilities training budgets.

### **Employment**

- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Participates in the interviews of candidates.

### **Employee Relations**

- Formulates and recommends Personnel policies, procedures, and objectives for the City and Public Utilities with regard to employee relations. Assists in updating and assuring compliance with the City's and Utilities' Personnel Policies and recommends changes to City Administrator and Public Utilities General Manager.
- Partners with Department Heads and Public Utilities General Manager to communicate Human Resources policies, procedures, programs and laws.
- Documents and prepares information for contract negotiations, grievances and arbitration, and assists City Administrator and Public Utilities General Manager in the administration of these activities.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Conducts investigations when employee grievances or concerns are brought forth.
- Monitors and advises Department Heads and supervisors in the progressive discipline system of the City and Public Utilities.
- Reviews and guides Department Head recommendations for employment terminations.
- Leads the implementation of City safety and health programs. Assists the Public Utilities General Manager in the implementation of the Public Utilities safety and health programs. Monitors the tracking of OSHA-required data.

### **Compensation**

- Assists the City Administrator and Public Utilities General Manager with the City and Public Utilities wage and salary structure, position classifications, assists with compliance of pay policies, and oversees the variable pay systems within the City including step increases.
- Prepares state pay equity report to assure compliance.

### **Benefits**

- With the assistance of the City Administrator and Public Utilities General Manager, obtains cost effective, employee serving benefits.
- Leads the development of benefit orientations and other benefit training.
- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

### **Law**

- Leads City and Public Utilities compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of

- Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth. Maintains minimal City and Public Utilities exposure to lawsuits.
- Protects the interests of the employees and the City and Public Utilities in accordance with the Personnel policies and governmental laws and regulations.

### **Education and Experience**

Bachelor's degree in human resources, public administration, business administration, organizational development, or related field and moderate experience working in human resources, personnel management, or organizational development in a progressive leadership role, or equivalent combination of education and experience.

Specialized training in employment law, compensation, organizational planning, organization development, employee relations, and safety training, preferred. Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred. Valid driver's license in the State of Minnesota.

### **Physical Demands**

Hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking and reaching with hands and arms; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.