



## **REQUEST FOR COUNCIL ACTION**

**AGENDA DATE:** July 5, 2022

**AGENDA ITEM:** Consider approving Human Resources Officer job description and authorize posting the position.

**PREPARED BY:** Kimberly Gibeau

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### **BACKGROUND:**

On June 13, 2022, the City Council accepted the resignation of Lynn DeGrio, Director of Human Resources and authorized City staff to partner with Grand Rapids Public Utilities to begin the hiring process for a shared employee to serve in the human resources role.

Attached is the draft job description for the position of Human Resources Officer, a position that will serve the City of Grand Rapids and the Public Utilities Commission.

### **REQUESTED COUNCIL ACTION:**

Make a motion to approve the job description for Human Resource Officer and authorize posting the position.