



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 25, 2024

AGENDA ITEM: Consider a motion to approve the Executive/HR Assistant position description and authorize an internal posting for the position.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

At their August 12, 2024, meeting, the City Council approved the motion put forward by City staff to terminate the shared Human Resources (HR) services with GRPU as of September 30, 2024. At the September 11, 2024, Commission Work Session GRPU staff provided proposed solutions to no longer working with the City for HR. GRPU staff presented their confidence in the ability to accomplish GRPU's HR needs internally. Prior to collaborating with the City, GRPU staff managed HR internally so the actions proposed in this agenda item would return us to that previous arrangement.

Attached is a position description for the Executive/HR Assistant position. The updated position description has been evaluated under the current GRPU classification system and placed within Pay Grade 5 with compensation ranging from \$39.65 to \$57.65 per hour.

The new Executive/HR Assistant position will be posted internally for 7 days seeking qualified applicants. The wage for the successful applicant will be determined by the new hire practices established in the 2024 classification and compensation plan.

RECOMMENDATION:

Consider a motion to approve the updated Executive/HR Assistant position description and authorize an internal posting for the position.