

City of Grand Rapids Job Description

Job Title: Human Resources Officer
Department: Administration
FLSA Status: Exempt
Approved By: City Council
Approved Date: _____

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," 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.

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 organization is 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 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 goals and policies, and develops on-going training program.
- Provides necessary education and materials to managers and employees including workshops, manuals, and employee handbooks.

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

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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 with regard to employee relations. Assists in updating and assuring compliance with the City's Personnel Policies and recommends changes to City Administrator.
- Partners with Department Heads to communicate Human Resources policies, procedures, programs and laws.
- Documents and prepares information for contract negotiations, grievances, and arbitration, and assists City Administrator 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.
- Reviews and guides Department Head recommendations for employment terminations.
- Leads the implementation of City safety and health programs. Monitors the tracking of OSHA-required data.

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Compensation

- Assists the City Administrator with the City 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.

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Benefits

- With the assistance of the City Administrator, 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.

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Law

- Leads City compliance with all existing governmental, labor, legal 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 exposure to lawsuits.
- Protects the interests of the employees and the City in accordance with the Personnel policies and governmental laws and regulations.

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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.