



## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 26, 2024  
**AGENDA ITEM:** Consider approving revised job descriptions.  
**PREPARED BY:** Chery Pierzina, Human Resources Officer

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### **BACKGROUND:**

On August 12, 2024, the City Council approved ending shared Human Resource services with Grand Rapids Public Utilities (GRPU) on September 30, 2024.

Attached is the draft revised job description for the position of Human Resources Officer, which removes duties associated with GRPU, and will go into effect on October 1, 2024. No other changes, other than a few grammatical corrections, were made to the job description. A red-lined version of the job description is included for reference.

Also attached is a draft of revised job descriptions for the position of Security Officer and Lead Hospital Security Officer, with an effective date of August 26, 2024. A few updates were made to both positions. A red-lined version of both job descriptions is included for reference.

### **REQUESTED COUNCIL ACTION:**

Make a motion to approve the revised job description for Human Resources Officer, with an effective date of October 1, 2024, and approve the revised job descriptions for Security Officer, as well as Lead Hospital Security Officer, with an effective date of August 26, 2024 for both positions.