



GRIMES SEEKS ECONOMIC HUMAN RESOURCES GENERALIST

The City of Grimes seeks creative, detail-oriented, and motivated applicants to join its team in a newly reclassified Human Resources Generalist position. This person will report to the Human Resources Director and help convey the department's message to internal and external users and partners and leverage technology to manage the complex HR needs of a dynamic and growing City.

Top priorities for the position include helping the department find increasingly efficient ways to manage traditional HR functions – such as benefits administration, compensation, hiring and onboarding, training, policy drafting and dissemination, and performance management. An ideal candidate will have the technical aptitude to answer sophisticated benefits and HR-related inquiries, a vision for improvement and advancement of the City's and department's mission, and a positive, solutions-oriented approach to complex and occasionally difficult workplace issues. The hiring range is \$31.62 - \$33.99/hour, which is the first quartile of the full wage range. Exceptions can be made for the most exceptional candidates, based upon qualifications and experience.

Special Requirements

A post-offer background check is required. For consideration, submit a completed application, resume, and cover letter to the City of Grimes website:

<https://www.grimesiowa.gov/Jobs.aspx>

Materials will be reviewed as they are submitted. The deadline for submitting applications is **11:59 P.M., Sunday, April 28, 2023.**

City of Grimes Job Description

Council Approval:

Title: Human Resources Generalist

Department/Location: Human Resources / Grimes Community Complex

FLSA/Pay Status: Hourly

Hourly/Annual Pay: Hiring range of \$31.62 - \$33.99/hour

Reports to: Human Resources Director

Position Overview:

Under the general supervision of the Human Resources Director, the Human Resources Generalist serves as an internal human resources consultant, performing HR generalist duties, including recruitment, hiring, onboarding, and safety and other training; benefits administration and management; administration of personnel policies and procedures; job analysis, classification, and organizational analysis; regular performance management, salary survey, and employee pay classification and adjustment.

Essential Functions:

(Description of Duty: Do not include if less than 5% of time unless essential. Be specific without giving explicit instructions on how to perform. Use accurate adjectives and only duties current to the position.)

Manages and administers planning and recruitment strategies and efforts for city departments; screens applicants, develops selection examinations including written/performance tests, develops interview questions and/or strategies and other selection criteria; conducts interviews and supports hiring managers in all interviews, hiring, onboarding, and training functions.

Manages the ongoing development of, coordination, and ongoing training, professional development, safety, drug testing, commercial vehicle driver's license, and related compliance programs.

Administers job analysis; updates class specifications; surveys compensation and other practices of comparable employers and conducts annual performance management review process.

Assists supervisors and employees with simple to complex policy and benefits information; researches, develops, reviews and recommends improvements to policies; manages and coordinates with Finance Department for all accounts payable relating to employee benefits.

Administers, with HR Director, and coordinates other specific human resource programs or activities such as FMLA, benefits/leave policies and procedures, group health insurance and ancillary benefits, new hire orientations, ongoing safety or other training, and related programs.

Conducts research and completes special projects as assigned; develops recommendations; prepares and presents reports to management.

Performs other duties as assigned.

Periodic Job Duties/Responsibilities: Should be prepared to notarize documents where needed and provide administrative support to HR Director.

Qualifications:

Bachelor's Degree in Business, Administration, Human Resources, or related fields. Five years of progressively increasing complexity in a role as an HR Associate, Generalist, or Specialist. Commitment to high levels of confidentiality in handling employee files, HIPAA, and other sensitive personnel matters and a commitment to a high level of professional expertise. Public sector experience preferred.

Licenses/Certifications:

Valid Iowa drivers' license, Notary Public designation within one month of employment. Professional in Human Resources (PHR) or SHRM-CP within first year of employment.

Skills:

Demonstrated proficiency in Microsoft suite computer software or adequate equivalent aptitude, including word processing, spreadsheets, email, databases and internet research. Ability to take initiative, work independently and provide problem-solving skills to a broad range of employee, supervisor, and public inquiries related to the City's human resources functions.

Knowledge:

Modern office technology including MS Office, Outlook, Forms, Excel, Word and similar, with preference given to demonstrated proficiency in or aptitude in using technology to solve complex problems. Principles and procedures for record keeping, and knowledge of postage machines, calculators, multi-line telephone, photo-copier/printer/scanner. Detailed knowledge of FMLA, federal and state civil rights, wage and similar laws preferred.

Working Conditions and Physical Requirements:

Light work, exerting up to 20lbs of force frequently and/or a negligible amount of force constantly to move objects. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area. Ability to stand or sit, walk, use hand/fingers to handle or feel, talk/hear, see and repetitive motion.

The City of Grimes is an Equal Opportunity Employer. This job description reflects the administration's assignment of essential functions, and nothing herein restricts the administration's right to assign duties and responsibilities to this job at any time. This job description is not a contract for employment.