



## City of Ames Human Resources Officer I (Generalist)

<b>SALARY</b>	\$74,506.00 - \$108,926.00 Annually	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	25-0510-01
<b>DEPARTMENT</b>	Human Resources	<b>OPENING DATE</b>	06/27/2025
<b>CLOSING DATE</b>	7/7/2025 12:00 PM Central	<b>FLSA</b>	Exempt
<b>BARGAINING UNIT</b>	MERIT	<b>RESIDENCY REQUIREMENT?</b>	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames is conducting a recruitment to fill a position for Human Resources Officer I. This recruitment will establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under general direction, the Human Resources Officer I performs professional work in the areas of job analysis, recruitment and selection, classification, compensation, employee benefits, equal employment opportunity/diversity, employee development, employee relations, labor relations, research and analysis; performs related work as required. This position is an individual contributor level with expectations of collaborating with the HR team, including the Director, when applying solutions and decisions to processes and procedures. **All work is completed in person, either in the HR Office or on-site at applicable City facilities when needed.**

***In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to any listed supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.***

### **SALARY**

The minimum annual salary for this position is \$74,506. Please see below for our compensation philosophy for offers of employment.

### **Compensation Philosophy:**

The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The minimum pay of each range is intended to reflect an employee's qualifications that meet the position's minimum requirements. The median of any range is for an employee who can reasonably meet all expectations of the position responsibilities without initial or extensive training. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a salary closer to the median. The median salary for this position is \$91,716.

### **Benefits**

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit:

[PSLF Program](#)

### **Examples of Essential Job Functions**

Plans and conducts recruitments for positions at all levels, coordinating activities with hiring department and other Human Resources staff. Identifies appropriate recruitment areas and advertising media. Screens applicants; develops and administers selection examinations including written tests, performance tests, and interviews; identifies, orients, and oversees subject matter experts; refers qualified candidates to the appointing authority. Assists with analyzing proposed or existing positions to determine appropriate classification and/or pay grade and preparing class specifications; conducts compensation surveys and analyzes results; makes recommendations to management. Assists with labor relations activities such as collective bargaining; surveys and analyzes compensation and other practices of comparable employers; prepares cost analyses of bargaining proposals; assists in preparation for impasse proceedings. Completes special projects as assigned; plans and conducts surveys; performs quantitative and non-quantitative analyses; draws conclusions; develops recommendations; prepares and presents reports to management. Assists supervisors and employees with routine policy information and interpretation; provides guidance to supervisors on routine employee relations issues. Audits performance appraisals.

Plans and coordinates Employee Development Center programs, including curriculum development, marketing/publicity, selection and retention of instructors, evaluation of programs, and/or facilitation of classes. Administers or coordinates other specific human resource programs or activities, such as Family and Medical Leave Act, and other activities as assigned. Uses computer to prepare charts, graphs, and other documents. Uses specialized human resource programs and databases. Assures that all work complies with policies and procedures established by the City of Ames, Ames Civil Service Commission, and Human Resources Director; and with federal, state, and local statutes.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People

organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity, and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Other Job Functions: Moves tables, chairs, etc. to prepare rooms for testing, training, or presentations. Carries supplies such as tests or training materials. Occasionally conducts work outside the normal Monday through Friday, 8am to 5pm office hours.

## Qualifications

### Required Education and Experience:

Bachelor's Degree from an accredited college or university and at least three (3) years of professional level HR generalist experience are required.

### Preferred Education and Experience:

Public sector Human Resources experience is preferred, but not required. Candidates holding any of the following certifications is preferred, but not required: PHR, SPHR, SHRM-CP, SHRM-SCP, or CLRP.

### Knowledge, Skills and Abilities:

Knowledge of the principles and practices of the human resources profession including job analysis, recruitment, selection, testing, classification, wage and salary, benefits, labor relations, employee relations, organizational development, performance management, equal employment opportunity, and affirmative action. Knowledge of principles and practices of adult education as applied to employee development. Knowledge of references and resources available in the field of human resources management. Knowledge of laws and legislative trends related to human resources management. Knowledge of statistical concepts and methods. Knowledge of automated systems as applied to human resources management. Knowledge of business etiquette and protocol.

Skill in navigating tough conversations with personnel across the organization and articulating challenges followed with proposed solutions. Skill in modifying communications to different levels of individuals. Skill in verbal and written communication. Skill in job analysis and evaluation. Skill in planning, coordinating, and carrying out recruitments, complex projects, and multiple tasks. Skill in developing and administering human resources programs. Skill in developing and analyzing statistical data. Skill in the use of spreadsheet, database, and word processing software. Skill in planning and conducting surveys. Interpersonal skills in interacting with others in a variety of business situations, including business/social settings such as interacting with service providers and external subject matter experts.

Ability to set personal goals, train oneself, and independently identify solutions to better support the HR team and organization. Ability to develop effective working relationships with employees, management, outside individuals and groups, and applicants. Ability to present self in a poised, professional, and appropriate manner in a variety of situations. Ability to deal with sensitive situations in a professional manner. Ability to communicate and articulate effectively, both orally and in writing, with any level of individual. Ability to make public presentations. Ability to apply theory to practical situations. Ability to analyze facts, arrive at sound conclusions and exercise prudent judgment. Ability to use time, material, and staff resources effectively and efficiently. Ability to comprehend the City's organizational culture and subcultures and implications for human resource activities.

## Supplemental Information

Required Physical Activities: Sitting, standing, walking, reaching, pushing, pulling, grasping, lifting, talking, hearing, repetitive motions.

Characteristics of Work: Primarily sedentary; frequent standing, walking; frequent lifting and carrying objects under 10 pounds; occasionally lifting or carrying objects up to 50 pounds.

Vision Requirements: The minimum for those whose work is involved primarily with extensive reading, and preparing and analyzing text and/or data, and the use of a computer terminal.

Environmental Conditions: The employee ordinarily works in an office environment and is not substantially exposed to adverse environmental conditions.

### **Selection Process:**

The selection process consists of an evaluation of education and experience, phone interview, hiring assessment, on-site interview including a manager meeting and written exercise and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**\*\*Preference may be given to applicants possessing qualifications above the minimum.\*\***

Depending on the number of qualified candidates, the City may forego phone interviews.

### **Veteran's Preference Points**

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the posting in order to receive Veteran's Preference Points.

### **E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at

**Employer**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

## Human Resources Officer I (Generalist) Supplemental Questionnaire

**\*QUESTION 1**

This position requires at least three years of FULL TIME professional level HR generalist experience. Please provide a description of how your work experience meets the posting requirements.

**\*QUESTION 2**

For each of the following Human Resources professional practices, please describe your experience and education. Provide specific examples to illustrate your depth of knowledge in each of these areas, or at least describe the method you would take to become proficient if you do not have the experience:

a) Recruitment and Selection

**\*QUESTION 3**

b) Civil Service

**\*QUESTION 4**

c) Classification and Compensation

**\*QUESTION 5**

d) Employee Relations and Employment Law

**\*QUESTION 6**

e) Project Management

**\*QUESTION 7**

f) Collective Bargaining

\* Required Question