



**Rebecca Grill**  
City Administrator  
City Administration Office  
414.302.8294  
rgrill@westalliswi.gov

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## MEMORANDUM

TO: Administration & Finance Committee  
FROM: Rebecca Grill, City Administrator *RG*  
RE: Department Request to Fill Upcoming Vacant Position  
DATE: September 26, 2018

I am requesting approval to fill the upcoming vacant position of Human Resources Director in the Human Resources Department.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw  
cc: Mayor  
HR Dept.

ADM\Vacpos\VACPOSREQ HR Dir 100218



# Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Human Resources Position Title: Human Resources Director

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 12 / 22 / 20 18

Person Replaced: \_\_\_\_\_

Position Status:  Full-time  Part-time AND  Regular  Temporary  Provisional  Special  Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: \_\_\_\_\_

Funding Source:  Operating  Grant  Other: \_\_\_\_\_

Anticipated Date for Filling Position: unknow / / 20

Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: Plans, directs and coordinates the functions of the HR Department including but not limited to, benefits, recruitment, safety, training and development, employee and labor relations, position classification and compensation systems.

Why is it necessary that this position be filled? What operational needs does this position fulfill? This position is responsible for the Human Resources Functions of the city

What will be the impacts on service functions to the public if the position is not filled? Service delivery impacts as it relates to the retention and recruitment of a high quality workforce.

What will be the impacts on service to city staff if the position is not filled? Other aspects of the human resources functions will be impacted and staff will not be able to timely perform their duties.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) We will continue to look at various options based on interest and strengths of candidates.

How has this vacancy/need been covered so far? NA

How many other similar positions exist in this department? None

### Requestor Information

Please Print: Rebecca Grill City Administrator Human Resources Title Department

Signature/Date: Rebecca Grill 09 / 25 / 2018

Attached:  Memorandum  Current Position Description

# Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Audrey Key	Employer Name	City of West Allis
Job Title	HR Director	Work Location	City Hall
Department	Human Resources	Division	N/A
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	N/A
Supervisor Name	Rebecca Grill	Supervisor Title	City Administrator

## SECTION 2

### DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely **NOT** be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

#### Primary Duties

Plans, directs and coordinates the functions of the HR Department including but not limited to, benefits, recruitment, safety, training and development, employee and labor relations, position classification and compensation systems.

#### BENEFIT ADMINISTRATION:

- Administers employee benefit programs including, but not limited to, health and dental insurance, life insurance, pension plans, Employee Assistance Program, vacations, holidays, sick leave, military leave, funeral leave, tuition reimbursement, worker's compensation, unemployment compensation, FMLA;
- Manages contracts and recommends approval to City Administrator on certificates/endorsements;
- Collaborates with the City Administrator and Finance Director on the plan design for the City's self-funded health and dental programs;
- Works directly with consultants and brokers;
- Attends and participates in related meetings and hearings;
- Differentiates between State and/or federally mandated and voluntary benefit approaches;
- Performs market analyses and total reward studies.

#### DEPARTMENT MANAGEMENT and BUDGET:

- Hires, assigns, motivates, evaluates and disciplines HR Department staff;
- Develops staff to ensure continual professional growth as content matter experts in related disciplines;
- Manages staff operations including planning, coordinating, and supervising activities and projects;
- Facilitates and manages weekly staff meetings;
- Approves and oversees work schedules, off time, and timesheets;

**Frequency**

**% of Annual Total Time**

D

100%;  
estimated  
breakdown as  
detailed below

N

20%

N

10%

<p><u>Department Management And Budget Continued:</u></p> <ul style="list-style-type: none"> <li>• Prepares and administers the HR Department budget;</li> <li>• Identifies operational problems and formulates appropriate solutions, short term and long term;</li> <li>• Approves department operational expenditures; monitors financial reports;</li> <li>• Investigates and implements ways to operate more efficiently, save money and reduce expenditures.</li> </ul>			
<p><u>LABOR/EMPLOYEE RELATIONS:</u></p> <ul style="list-style-type: none"> <li>• Supervises the employee/labor relations functions;</li> <li>• Serves as chief labor negotiator; recommends and secures Council authorization for negotiating parameters; provides analysis on negotiation issues and makes recommendations to Council; devises negotiation goals and strategies; prepares bargaining proposals; trends external comparable data; develops and/or authorizes MOU's and side letters of agreement; represents City and assists and collaborates with legal counsel in grievance/contract mediation/arbitration, unit clarification;</li> <li>• Resolves workplace employment/labor disputes;</li> <li>• Meets with individual employees or employee group representatives on matters of concern;</li> <li>• Provides employee counseling services.</li> </ul>	N		15%
<p><u>POLICY/EMPLOYMENT PRACTICES LIABILITY</u></p> <ul style="list-style-type: none"> <li>• Oversees the development of human resource programs and policies, and their implementation and interpretation consistent with organizational objectives and governing federal, state and local laws, ordinances, rules and regulations, and best practices;</li> <li>• Interprets and ensures compliance with federal and State employment laws and regulations, City policies, plan documents/contracts, collective bargaining contracts, etc.;</li> <li>• Monitors and reviews state and federal legislation, court decisions, administrative guidelines and rulings;</li> <li>• Recommends new or revised policies and procedures to Council;</li> <li>• Conducts and oversees investigations of employee complaints/issues including but not limited to those in violation of existing City Policy and/or ordinances as well as ERD/EEO complaints of harassment;</li> <li>• Represents City and assists/collaborates with legal counsel on hearings and investigations by ERD/EEO, etc.;</li> <li>• Collaborates with legal counsel on employment matters (e.g., disciplinary action, grievances, fitness-for-duty examinations, ADA accommodations, disability certifications);</li> <li>• Manages sensitive internal personnel matters to resolve disputes and mitigate external negative media and legal exposures.</li> </ul>	N		10%



<p><b><u>POSITION CLASSIFICATION and COMPENSATION SYSTEMS:</u></b></p> <ul style="list-style-type: none"> <li>• Maintains the position classification system;</li> <li>• Designs position descriptions to meet organizational resource needs and provides clear explanation of the duties and responsibilities to attract qualified candidates;</li> <li>• Administers the position evaluation process, reviews and processes reclassification and new position requests;</li> <li>• Directs, conducts and facilitates wage and classification studies;</li> <li>• Collaborates with legal counsel on FLSA-WFEA matters/issues;</li> <li>• Collaborates with the City Administrator on the compensation system.</li> </ul>	N	5%
<p><b><u>RECRUITMENT/TALENT ACQUISITION AND RETENTION:</u></b></p> <ul style="list-style-type: none"> <li>• Directs all recruitment, screening, personnel transactions, on-line application tracking system, examinations, eligibility certifications, appointments, promotions, transfers, resignations, terminations and layoffs as allowed for under the Civil Service Rules and Regulations, in accordance with City policies/procedures, and as provided by the Police and Fire Commission;</li> <li>• Performs the duties of Chief Examiner and Agent for the Civil Service Commission;</li> <li>• Designs and implements strategies for sourcing, recruiting, candidate evaluation, and retention;</li> <li>• Implements and utilizes technology to support effective and efficient approaches to sourcing, recruitment, evaluation, and selection;</li> <li>• Conducts effective background investigations, verifications of employment, and reference checks;</li> <li>• Manages employee onboarding and assimilation processes.</li> </ul>	N	20%
<p><b><u>SAFETY:</u></b></p> <ul style="list-style-type: none"> <li>• Oversees the execution of programs, practices and policies that mitigate risk and averts workplace violence and ensures safety and security (identifying, analyzing, and implementing appropriate training, developing and implementing policies/handbooks, investigating worker's compensation claims, assessing needs for operational effectiveness [e.g. ergonomic studies]).</li> <li>• Coordinates the occupational health and safety programs with City departments and the City's mutual insurance company safety professionals (CVMIC);</li> <li>• Oversees the City's self-funded worker's compensation program to include collaborating with legal counsel in recommending/authorizing defense strategy and case settlement;</li> <li>• Oversees accident investigation and prevention.</li> </ul>	N	10%

<p><b><u>TRAINING AND DEVELOPMENT:</u></b></p> <ul style="list-style-type: none"> <li>• Develops training and educational programs for City employees;</li> <li>• Identifies, analyzes, and implements appropriate training;</li> <li>• Consults and provides resources and processes to facilitate learning and development;</li> <li>• Provides resources to deliver appropriate development interventions.</li> </ul>	N	5%
<p><b><u>OTHER:</u></b></p> <ul style="list-style-type: none"> <li>• Coordinates and oversees various employee programs e.g. the Employee Recognition Program and Suggestion Award Program;</li> <li>• Serves as records custodian for City Personnel files and other public and HR program records; directs/oversees personnel file and human resources record management systems; ensures confidentiality and completeness of records;</li> <li>• Responds to public record requests in accordance with state law;</li> <li>• Serves as staff liaison to boards, committees, and commissions; attends various meetings, seminars, and training sessions, and represents the City in its HR capacity; participates in professional HR organizations;</li> <li>• Manages and recommends administrative, operational and system improvements within the department to streamline and enhance overall effectiveness;</li> <li>• Identifies, analyzes, and implements appropriate technology solutions for the delivery of effective HR services; implementing appropriate HR information systems (HRIS) that integrate with enterprise systems to provide efficient and effective reporting and metrics; leverages technology to gain efficiencies within the HR function;</li> <li>• Works collaboratively with all facets of the organization and its staff to address HR related matters/issues and to advance the values of teamwork, innovation, and customer service;</li> <li>• Completes special projects as assigned by City Council, Mayor or City Administrator.</li> </ul>	N	5%

<p align="center"><b>TOOLS AND TECHNOLOGY</b></p>
<p>Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:</p>
<p><b>Office equipment:</b> computer, multi-line telephone, printer/copier/fax/scanner, paper shredder, calculator and other periphery office equipment.</p> <p><b>Software:</b> Microsoft Office Suite (Outlook Email &amp; Calendaring, Excel, Word, PowerPoint), world wide web/internet, SunGard/HTE HRIS, HR Benefits (in-house benefit dbase program), SunGard HTE Solutions (enterprise-wide fund and project accounting software including budgeting, payroll, purchase orders) and its related System i Navigator (reports generation), NovaTime (timekeeping system), Legistar (legislative process software), CivicPlus Intranet, MDSONline, Barracuda Message Archiver, NeoGov online applicant tracking/recruitment software (currently being implemented).</p>

## SECTION 4

## JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems / Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Addressing employee and/or supervisory complaints/issues (e.g. allegations of misconduct or harassment, ADA accommodations, absenteeism, voluntary vs. involuntary termination)	Depending on situation, it could be as basic as listening and counseling to facilitating to investigating/fact finding/due process, analyzing and recommending resolution based upon a variety of variables (political, fiscal, legal, best practices, policy) while mitigating legal and public exposure...	Learned knowledge and experience; policy/ordinance/contracts/statutes; legal counsel; Police Administration; witnesses; department head; outside resources, e.g. EAP, ERD, DOL.	Depends on situation/issue – could be City Council or City Administrator or legal counsel or outside organization, e.g. ERD, or no one...
Mediating Disputes (e.g., emple vs emple, emple vs supervisor, union vs management, bargaining/negotiations, benefit compliance)	Depending on situation, it could be as basic as listening and counseling to facilitating to investigating/fact finding/due process, analyzing and recommending resolution based upon a variety of variables (political, fiscal, legal, best practices, policy) while mitigating legal and public exposure...	Learned knowledge and experience; policy/ordinance/contracts/statutes; legal counsel; department head; outside resources, e.g. EAP, WERC, CVMIC, benefit TPA, HR professional groups/peers.	Depends on situation – could be City Council or City Administrator or legal counsel or outside organization, e.g. WERC, or no one...
Planning, coordinating, and implementing human resources programs in order to enhance existing programs and/or modify in accordance with administrative/Council directives, legal requirements, and/or best practices.	Investigating/analyzing existing programs; researching options; consulting with peers/professional groups; utilizing available tools and resources; communicating effectively with all parties involved.	Learned knowledge and experience; policy/ordinance/contracts/statutes; outside resources, e.g. insurance consultant, benefit TPA, CVMIC, HR professional groups/peers; legal counsel; internet; communication tools, e.g. Intranet, email.	Depends on program – could be City Council or City Administrator or legal counsel or no one...



<p>Talent acquisition (labor market = decreasing pool of qualified applicants; attracting diverse workforce)</p>	<p>Evaluate total rewards package for its attractiveness to qualified applicants; explore alternatives in filling positions (e.g. hire for ability/potential and train for skill); explore and expand advertising avenues; explore collaborative hiring with other local government agencies; ...</p>	<p>Learned knowledge and experience; policy/Civil Service Rules/Regs; collaboration with HR professionals, experts in field, department heads; other outside resources e.g. schools, career fairs.</p>	<p>Dependent on undertaking – could be City Council or Civil Service Commission or City Administrator or no one...</p>
<p>Interpreting employment laws/regulations (e.g. is XYZ situation covered under FMLA? , is XYZ request considered a reasonable accommodation under ADA/WFEA?)</p>	<p>Review previous cases/instances; consult with legal counsel; contact appropriate oversight body (e.g. ERD, DOL) for guidance; ...</p>	<p>Learned knowledge and experience; federal/State laws &amp; statutes; City policy/ordinance; legal counsel; outside resources, e.g. ERD, DOL.</p>	<p>Depends on situation – could be legal counsel or no one...</p>

**SECTION 5** WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

<p><b>Title of Individuals With Whom You Typically Interact</b></p>	<p><b>Describe the Interaction</b></p>	<p><b>Why Was It Necessary?</b></p>
	<p><i>Utilization of appropriate form of communication: individual/one-on-one to group settings via in-person, on phone, or through interactive electronic solutions.</i></p>	
<p>All City staff, from entry level to Department Heads to Elected Officials</p>	<p>Provide direction, information, interpretation, counseling, advice, investigations, recommendations, conflict resolution, strategic guidance, etc., on all aspects of employment related matters and HR functions.</p>	<p>Respond to inquiries, initiate matters, function as resource/advisor, ensure compliance, provide technical assistance, collaborate on short or long-term strategies, perform investigation and recommend resolution.</p>
<p>City Boards, Committees, Commissions</p>	<p>Attend requisite meetings as an active participant and/or observer; initiate contact on matters; provide information, interpretation, recommendations, strategic guidance; serve as “agent” for the Civil Service Commission.</p>	<p>To effectuate/enhance the functions/services provided by the HR Department; ensure programs are administered to guidelines/standards communicated by the parties; function as resource/advisor; provide expertise in HR field; respond to inquiries.</p>

Consultants	Work collaboratively; provide direction.	To effectuate the services contracted and to ensure programs are administered according to City guidelines and standards; collaborate on short and long-term strategies; provide guidance/information; address/resolve benefit administration problems with TPAs; follow up on directives and compliance with contracts.
Third Party Administrators' Staff	Work collaboratively on City's self-insured benefit programs; provide direction.	To effectuate the services of the City's benefit TPAs and to ensure programs are administered according to City guidelines and standards; address/resolve benefit administration problems/issues; follow up on directives and compliance with contracts.
Labor Union Representatives	Work collaboratively; contract negotiations to grievances to med/arb proceedings to interpretation of contract language...	Respond to inquiries; initiate matters; provide technical assistance; process requests for information, reports, statistics, historical documentation; maintain harmonious relations; effectuate processes.
Legal Counsel	Work collaboratively on employment/labor/HR matters.	Adhere to laws/ statutes/regulations/ policies/contracts; avoid litigation; seek guidance.
Professional Contacts	Inquiries and responses to organizational and HR related matters and practices; networking	To effectuate/enhance the functions/services provided by the HR Department; keep current in field; share and gather information.
Public	Provide information, interpretation, direction on HR functions, particularly recruitment.	Respond to inquiries; provide information; process public/open records requests.
State and Federal Agencies	Discussion and inquiries related to employment and benefit matters (e.g. WERC, ETF, ERD, DOL)	Adhere to laws/statutes/regulations; avoid litigation; seek guidance.

## SECTION 6

### SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Screen / Interview Applicants	Area of Action / Responsibility		Provides Input
	Yes	No	
	X		

Hire / Promote Employees	X	
Provide Written/Verbal Warnings	X	
Suspend Employees	X	
Terminate Employees	X	
Prepare Work Schedules For Others	X	
Project Management	X	
Provide Work Direction For Others	X	
Evaluate Performance Of Others	X	
Counsel Employees	X	
Train Employees (As Part Of The Normal Duties Of The Job)	X	
Approve Overtime	X	
Approve Time Off Request For Others	X	
Develop / Implement Policies	X	
Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>	X	
<b>Job Title</b>		<b># of FTEs</b>
HR Assistant III (career ladder: HR Asst I - HR Asst II - HR Asst III)		1.5
HR Analyst (career ladder: HR Analyst - Senior HR Analyst - Principal HR Analyst)	1 (possibly 2 in 2017, pending budget approval)	
Safety & Training Coordinator (career ladder: S&T Coor I - S&T Coor II - S&T Coor III)		1

## SECTION 7

### WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an 'X' in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds		X		
Carrying/Lifting > 40 Pounds	X			
Sitting				X

Standing / Walking / Climbing					
Squatting/Crouching/Kneeling/Bending				X	
Pushing / Pulling / Reaching Above Shoulder				X	
<b>Work Environment</b>			N/A		
Indoor/Office Work Environment					Occasionally
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)				X	
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)				X	
Outdoor Weather Conditions				X	
Hazardous Fumes or Odors / Toxic Chemicals			X		
Confined Spaces (as identified by OSHA)			X		
Close Proximity to Moving Machinery / Equipment				X	
Bodily Fluids / Communicable Diseases				X	
Working Alongside Moving Traffic on Roads				X	
Electrical Hazards			X		
					Frequently
					X

## SECTION 8

### ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:

The HR Department functions as an internal service department where the needs of all levels of City employees or departments/boards/commissions/committees often times comes before internal department priorities.

Significant time is spent in meetings, many of which are unscheduled.

Successful candidate to possess:

- Solid work ethic, integrity, emotional intelligence, initiative, proficient written/verbal communication skills;
- Comprehensive knowledge of public sector human resource principles, practices, methods, techniques, laws, and regulations;
- Considerable knowledge of local government organization and administration;
- Considerable knowledge of the principles of motivation and discipline;
- Knowledge of safety principles, practices, procedures, occupational hazards, and general liability/risk management techniques;
- Considerable skill in listening, critical thinking, problem analysis and problem-solving;
- Considerable skill in interpreting laws and regulations and applying them to work situations;
- Considerable skill in planning, assigning and coordinating the activities of subordinates working in a comprehensive public HR program;
- Ability to multi-task in a fast-paced environment;



- Ability to work autonomously and in team/collaborative environments; ability to self-identify organizational, departmental, and individual priorities;
- Ability to develop and maintain collaborative working relationships with a diverse population at all levels of the organization, outside vendors/consultants/peers, and the public.

**TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR**

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Rebecca Grill	Supervisor Title	City Administrator

SECTION 10		EDUCATION REQUIRED FOR HIRE
Level of Education (Select one with an "X")		Field(s) of Study
Less than High School Education		n/a
High School Education (or Equivalent)		
One Year Certificate (or Equivalent)		
Associate's Degree (or Equivalent)		
Bachelor's Degree		Human Resources Management, Public or Business Administration, or related field
Master's Degree		Public or Business Administration with emphasis in Human Resource Management
Professional Degree (Law, Medicine, etc.)		
PhD w/ Dissertation		
Other:		

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):  
 Educational emphasis in benefit administration, employment law, talent acquisition/retention, and psychology

SECTION 11					TOTAL EXPERIENCE REQUIRED UPON HIRE		
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.



				X	X	X
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):						
7 – 10 years of progressively responsible HR work experience, preferably in the public sector; including labor relations/negotiations experience and 3-5 years in a supervisory/managerial capacity.						

**SECTION 12**

**CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB**

List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Driver's License	Incumbent attains/maintains on their own accord.	Yes	N/A
CVMIC's Certificate in Management or equivalent coursework	Attend during working hours; cost of coursework provided via tuition reimbursement and/or through HR Department training budget	No	Yes
LEAN Six Sigma Yellow Belt or equivalent	Attend during working hours; cost of coursework provided via tuition reimbursement and/or through HR Department training budget	Preferable	Yes
PHR or SPHR designation	Attend during working hours; cost of coursework provided via tuition reimbursement and/or through HR Department training budget	Preferable	Yes

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

**SECTION 13**

**SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
Section 12	Add to PHR or SPHR - IPMA -SCP – Preferable within 3 years of appointment.
Section 2	Add after plans, directs ... that effectively communicate and support the city's vision and strategic plan and innovation efforts.

**TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

**SECTION 14**

**SUPERVISOR INFORMATION**

Administrative Designee Name	Administrative Designee Title
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**SECTION 15**

**ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition