



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

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator *RG*
RE: Department Request to Fill Vacant Position
DATE: September 13, 2017

Attached is Audrey Key's request to fill the vacant position of HR Generalist 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.
Audrey Key

ADM\Vacpos\VACPOSREQ HR Gen 091917



Human Resources Department

...benefiting others
7525 West Greenfield Avenue
West Allis, WI 53214
414-302-8270 (Phone)
414-302-8275 (Fax)
hr@westalliswi.gov

TO: Rebecca Grill, City Administrator

FROM: Audrey Key, HR Director

DATE: September 12, 2017

SUBJECT: REQUEST TO FILL VACANT HR GENERALIST POSITION

The Human Resources Department respectfully requests permission to fill the HR Generalist position. The position became vacant effective September 8, 2017, during the probationary period of the incumbent.

Attached is the "Request to Fill Position" form along with the HR Generalist position description.

If you have any questions or concerns, or require any additional information, please do not hesitate to contact me. Thank you for your consideration.

L:\PRS\RECRUIT\POSITIONS\HR Generalist\Request to Fill HR Generalist.09-12-2017.doc

Audrey Key
HR Director
414-302-8274

Jane Barwick
Benefits/Wellness Coord.
414-302-8272

Tracy Davis-Wright
HR Generalist
414-302-8273

Linda Huske
Safety & Training Coord.
414-302-8835

Lynn Jopek
Mary Yusefzadeh
HR Assistant
414-302-8270



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 Dept Position Title: HR Generalist
 Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 09 / 08 / 2017
 Person Replaced: Tracy Davis-Wright
 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: ASAP / _____ / 2017

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____
to ensure compliance with federal and State employment laws

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____
The HR Generalist position partners with City departments to hire, support, and develop a diverse workforce to deliver high-quality services to our community. In addition, the HR Generalist is involved in a wide variety of HR responsibilities ranging from

What will be the impacts on service functions to the public if the position is not filled? _____
As the position focuses on talent acquisition/recruitment, not filling this position will result in the delay to fill other City-wide position vacancies, which in turn affects the service delivery provided by the City. Potential for lack of compliance with federal and State

What will be the impacts on service to city staff if the position is not filled? _____
Major factor is the delay in acquiring talent for vacancies city-wide which then results in delayed and/or inadequate service to the City. Not filling the position will not only affect other city staff, but HR Department staff as well due to the need to incorporate this position's

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
This position was implemented January 1, 2017, in an effort to address the staffing needs of the City.

How has this vacancy/need been covered so far? _____
Emergent duties/responsibilities of the position have been absorbed at this time by various members of the HR staff affecting delivery of other services provided by the HR Department.

How many other similar positions exist in this department? None

Requestor Information

Please Print: Audrey Key Name HR Director Title Human Resources Dept Department
 Signature/Date: _____ 09 / 12 / 2017

Attached: Memorandum Current Position Description

CLASS TITLE: HR GENERALIST

DEFINITION: Under general guidance, performs work of considerable difficulty in the areas of recruitment/talent acquisition and retention, position classification and compensation, affirmative action, employee/labor relations, performance management/employee development programming, employment law compliance, and policy implementation; performs related work as assigned.

EXAMPLES OF DUTIES: Conducts recruitment and selection, promotion and transfer efforts for city departments; provides assistance upon request from Police and Fire Departments in the recruitment of sworn/non-sworn personnel; adheres to local, State and federal employment and discrimination laws, and City policy; evaluates, monitors, and adjusts recruitment strategies; designs and implements effective and efficient approaches for sourcing, recruitment, candidate evaluation, selection and retention, utilizing available technology; maintains AA/EEO information and other records in accordance with record-keeping practices/procedures of respective oversight; prepares and files biennial EEO-4 report; prepares and maintains the employee handbook; develops, maintains, and provides onboarding/new employee orientations; assists employees in making informed benefit choices and in enrolling in benefit programs; analyzes exit interview data/feedback and makes recommendations to the City's management team for corrective action and continuous improvement; assists/counsels employees with their career path; participates in succession planning.

Prepares, reviews and updates position descriptions; assists in the administration of the compensation program and monitoring of the performance evaluation program; serves as administrator of human resources electronic solutions such as but not limited to, HRIS, online applicant tracking/recruitment, onboarding, and performance management.

Participates in union negotiations and mediation/arbitration sessions as member of management team; provides administrative support in taking minutes, preparing reports, analyzing costs and other proposals for union negotiations; offers input on strategies for contract negotiations; assists in employee relations research, salary and benefit surveys, and in the collection of other economic information.

Assists employees, supervisors, department heads, and elected officials with HR matters; provides employee counseling services; partners with employees and management to communicate various HR policies, procedures, laws, standards, and government regulations; participates in discussion with HR Director and legal counsel on employment matters (e.g., disciplinary action, grievances, fitness-for-duty examinations, ADA accommodations, disability certifications); may serve as liaison between employees and City management to address confidential/sensitive personnel issues and/or concerns/complaints in an effort to resolve work-related problems; may assist in investigating, answering and settling complaints/grievances.

Participates in developing department goals, objectives and systems; reviews and interprets local, State and federal legislation, court decisions, administrative guidelines and rulings for applicability; ensures compliance; identifies trends that could affect organizational objectives and/or operational resources, evaluates alternative courses of action and makes recommendations, develops realistic action plans, and implements LEAN initiatives for efficiencies; assists in the development, implementation, and maintenance of personnel policies and procedures, programs, functions and activities (e.g., performance review/employee development program, affirmative action program); assists in responding to various personnel matters such as, but not limited to, FMLA, unemployment compensation, EEOC/ERD charges; assists public with varied inquiries; maintains internal records and conducts periodic audits; compiles and prepares records and reports pertaining to personnel activities; develops communications, documents, forms, etc. for distribution/posting; provides input on the development of training and educational programs for City employees and assists with program implementation; attends various meetings, seminars, webinars and training sessions; participates in professional organizations; provides backup to Benefits & Wellness Coordinator and Safety and Training Coordinator; may act in the absence of the HR Director and may represent or assist the Director at various meetings; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's Degree in Human Resources Administration, Public or Business Administration, Industrial Psychology or related field with educational emphasis in talent acquisition/retention, psychology and employment law AND two years of progressively responsible recent paid HR work experience, preferably in the public sector.

HRCI's PHR/SPHR or SHRM's CP/SCP and LEAN Six Sigma Yellow Belt or equivalent designation desirable.

Proficient in the use of an office computer and various software packages including, but not limited to, Windows and Microsoft Office applications (Word, Excel, Access, PowerPoint, Outlook & Calendaring), HRIS and other related HR software (Applicant Tracking, performance management, onboarding, benefit administration); knowledge of Neogov (Insight, Onboard & Perform) software desirable.

Possession of valid WI Driver's license.

Completion of CVMIC Pre-Supervisory Certification program or equivalent is required within two years of appointment.

Completion of National Incident Management System (NIMS) training, ICS-100 and Independent Study-700, within 6 months of appointment.

Knowledge and Skills: This position requires the ability to travel to various work sites/locations and work a flexible schedule, including hours outside of the normal work schedule, in a variety of settings. Successful candidate must possess the following: solid work ethic, integrity, emotional intelligence, accountability and initiative; knowledge and skill in the application of public sector human resource principles, practices, objectives, methods, techniques, laws and regulations; knowledge of local government organization and administration; knowledge of the theory and practice of collective bargaining; skill in labor contract interpretation and administration; knowledge of position analysis methods and techniques; skill in listening, critical thinking, problem analysis and problem-solving; written/verbal communication skills; ability to tailor the message, context and mode of communication to the audience; ability to multi-task in a fast-paced environment and self-identify organizational, departmental, and individual priorities; ability to work autonomously, in team/collaborative environments and cross-functionally with other departments/divisions; ability to maintain high level of confidentiality and handle information with discretion; skill in monitoring one's own work to ensure quality, accuracy and thoroughness; sound judgment in recognizing scope of authority; ability to think strategically, commit to innovation and continuous process improvement, and work collaboratively within the organization to advance the City's vision and strategic plan; ability to establish and maintain relationships with a diverse population at all levels of the organization, outside vendors/consultants/client representatives/peers and the public, and deliver service excellence; ability to relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy; ability to foster an environment that embraces trust and respect.

Physical Job Demands: Possess the physical capacity to perform the duties of the position including but not limited to, frequent sitting, standing, and walking; occasional lifting/carrying up to 40 lbs.; frequent stretching/reaching of arms; frequent arching of neck; occasional pushing or pulling of objects or materials up to 40 lbs.; ability to continuously focus for long periods of time on projects or while working on computer; and the ability to occasionally bend, squat, kneel, crouch, twist, stoop, etc.

Reference Chart:

ACTIVITY FREQUENCIES	
Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

Depending upon the location of work, a person in this position may be subject to variable environmental conditions, including but not limited to, temperature variations and extremes, odors, noise, vibrations, vehicular traffic and/or dust.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

CITY OF WEST ALLIS

updated September, 2017

Approved _____
Date _____ Department Head

Approved _____
Employee Date