



*City of Minneapolis Human Resources  
250 South 4<sup>th</sup> Street – Room 100  
Minneapolis, MN 55415  
612/673-2282  
Fax 612/673-2508*

## **HUMAN RESOURCES GENERALIST**

**Exam # 20909**      **Open March 1, 2012 through March 14, 2012**  
**Salary Range:**      **\$63,250 - \$80,688**

### **POSITION INFORMATION:**

The City of Minneapolis has an immediate opening for a Human Resources Generalist. The Human Resources Generalist functions as the HR Manager for a large department or several smaller departments within the City and manages the delivery of a wide range of human resources services while supporting City goals, department business plans and the vision, mission and values of the Human Resources Department. Specific department assignments have yet to be finalized.

### **PRIMARY RESPONSIBILITIES:**

- ◆ Identify departmental human resources needs and coordinate service delivery and solutions to meet those needs;
- ◆ Manage and facilitate the recruitment and selection of new employees and the promotion of current employees using job-related selection processes;
- ◆ Strategically partner with supervisors, managers and department heads to assist in the implementation of major City and human resources initiatives (diversity management and development, departmental business planning, workforce plan development and implementation, etc.);
- ◆ Provide consultation and coaching on employee training, development and performance communications and with organizational development issues;
- ◆ Provide guidance on and interpretation of policies, procedures and labor contracts;
- ◆ Lead, supervise and develop staff (including HR Consultants and HR Associates).

### **REQUIREMENTS: Education/Experience:**

A Bachelor's Degree and three (3) years experience performing duties as listed above. Degree must be in Human Resources or a closely related field. Broad-based human resources experience, including experience gained in public sector and union environments, is desirable. An equivalent combination of education and highly related experience in a similar environment may be considered.

### **Knowledge, Skills, and Abilities (Competencies):**

- Ability to interface with executive/senior managers in department services.
- Makes sound and accurate decisions under tight deadlines.
- Demonstrates understanding of customer needs and how to apply HR principles/practices to varied department challenges.
- Knowledge of and ability to apply federal laws (i.e. ADA, FLSA, FMLA, Uniform Guidelines) and current best practices relative to human resources management.
- Communicates clearly, concisely, and meaningfully in both written and verbal form.
- Ability to conduct research, analyze information, identify trends and develop workforce strategies.
- Provides leadership to staff. Ability to maximize participation and performance of staff.
- Ability to interact and work effectively with the diverse communities that visit, work and live in Minneapolis.
- Proficient in Microsoft office products: i.e. Access, Excel, PowerPoint, Word and Outlook.
- Knowledge of and ability to use PeopleSoft HRMS is desirable.

**BACKGROUND CHECK:** The City has determined that a criminal background check is necessary for this position. Applicants must sign an informed consent allowing the City to obtain their criminal history information in connection with the position sought. Applicants who do not sign the informed consent will not be considered further for the position.

### **Supplemental Information:**

- ◆ You must respond to the 14 screening questions and submit those responses along with your official City application.

**Applications accepted:** March 1, 2012 through March 14, 2012

On-line application required, no paper applications accepted. <http://www.ci.minneapolis.mn.us/jobs>. For specific questions regarding this position, contact [Sue Gibson](#) at 612-673-3311.

**Selection Process:**

The examination will consist of one or more of the following: in-basket exercise, oral examination, rating of training and experience (100%). The HR Department reserves the right to limit the number of applicants to be tested. If an in-basket exercise or an oral examination is conducted, only those candidates who attain a passing score (70%) on the examination will be placed on the eligible list. In-basket exercise has been tentatively scheduled the week of March 19, 2012 and an oral examination is tentatively scheduled the week of April 2, 2012. The eligible list established from this selection process will expire three months after being established.

**The City of Minneapolis is an Equal Opportunity/Affirmative Action Employer**

FOR OFFICE USE ONLY: CR/:SG Non-Rep; 70% Passing; Grade 10; Rule of Three; FLSA: Exempt
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