



DES MOINES WATER WORKS
invites applications for the position of:

Human Resources Generalist

SALARY: \$25.71 - \$34.20 Hourly
\$2,056.87 - \$2,735.63 Biweekly
\$4,456.54 - \$5,927.20 Monthly
\$53,478.53 - \$71,126.44 Annually

OPENING DATE: 03/17/15

CLOSING DATE: 03/25/15 05:00 PM

JOB SUMMARY:

This position will have primary responsibility for the day to day administration of our workers' compensation claims program and FMLA. It also serves as a back-up to the other HR Generalist in various HR duties.

Under the general direction of the Human Resources Manager, provides quality human resources services in the areas of recruitment and selection; employee development; compensation and benefits administration; employee relations; labor relations and workers' compensation administration.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Reviews, interviews, and evaluates applicants considered for position openings, ensuring a high quality work force and equal employment opportunity.

Coordinates new employee and annual benefit enrollments and provides direction and guidance to employees regarding benefit coverage, claim problems and policy interpretation.

Processes benefits/payroll changes in ADP.

Assists with labor relations activities.

Administers specific human resource activities such as Family and Medical Leave Act, workers' compensation claims administrative program, return to work program and IDOT CDL drug and alcohol testing programs.

Plans and coordinates employee training including course development, marketing, selection of instructors and evaluation. Also assists with employee recognition programs.

Promotes diversity by developing partnerships with community leaders and developing educational outreach programs.

Prepares and analyzes data related to affirmative action planning, EEO-4 reporting, and adverse impact analysis to assure compliance with Equal Employment Opportunity regulations.

Coordinates the summer employment program.

Participates in salary and benefits surveys, and reviews results for applicability to DMWW.

Calculates salary adjustments.

Updates human resources data in applicable computer software programs such as NEOGOV and ADP. Develops electronic queries as tools to access needed data.

Coordinates the exit process of personnel including required COBRA notices, deductions/benefits termination, and summarizing exit interviews.

Provides quality internal customer service to employees using timely follow-through and proactive communication initiatives.

Provides individual consultation, handling confidential and sensitive material regarding employee issues.

Performs other duties of a similar nature.

QUALIFICATIONS:

Education: Bachelor's degree in human resources, business administration, public administration, industrial relations or related field. A Master's degree may substitute for one year of experience.

Experience: Three years of exempt level human resources experience.

Licenses/Certifications: Professional in Human Resources (PHR) or must obtain PHR within 12 months of appointment. Valid State of IA driver's license required with good driving record.

SUPPLEMENTAL INFORMATION:

Salary commensurate with qualifications. Starting salary will not exceed midpoint of the range.

Persons with a disability must submit request for ADA testing accommodations to the Human Resources Department prior to the application deadline.

E-Verify Process:

Des Moines Water Works 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 Des Moines Water Works 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 prior to starting employment. Please be prepared to provide required documents as soon as possible after the job offer has been made.

For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-283-8717 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

Des Moines Water Works is an Equal Opportunity/Affirmative Action Employer. We encourage applications from women, minorities, and persons with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.dmww.com/careers>

Position #15-1190-1
HUMAN RESOURCES GENERALIST
RB

2201 George Flagg Parkway
Des Moines, IA 50321
515-283-8717

employment@dmww.com
