**Board Memo**

**DATE:** 5/28/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Vendor**

Not Applicable

**Product Name**

Revision of Human Resources Lead Generalist Job Description

**Date/Term (Beginning and End Dates/Year)**

July 1, 2021

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board”; 03.233 “Duties”: Job Description

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

With the recent vacancy to the position of "Human Resources Lead Generalist" on the Human Resoruces team, the job description was reviewed and proposed changes made to reflect an emphasis on system improvements, to include technology and operational systems, as well as continued support of the Human Resource Generalists. The propsoed job responsibilities not only better support the Human Resources team, but adds a training component to the position that will better serve school and department personnel who interact with Human Resources on a daily and/or periodic basis. The emphasis on systems improvement will also increase operational efficiency within the Human Resources team, leading to increased productivity and potential time and financial savings.

**FUNDING:**

**Total Cost**

No budgetary impact

**Budget Source**

General Funds

**RECOMMENDATION:**

It is recommended the Board approve the revision of the “Human Resource Lead Generalist” job description.

**CONTACT PERSON: (submitter)**

Matthew Rigg, Director of Human Resources