



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

Community Resources Department

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To: Compensation Committee

From: Nick Stroot, Community Resources Director

RE: Human Resources Senior Generalist Position

Dear Compensation Committee,

Attached you will find the job description created for the Senior Generalist role in the Human Resources Department. This position is a mid-high level HR job focusing on the strategic vision laid out by the Director. The differentiation between a HR Generalist and a Senior Generalist is the supervisory aspects and the strategic vs. functionality view. A Generalist will focus on carrying out the mid-level day to day operations of the Department, such as; the administration of the policies and procedures that help our customers (City Departments) run as efficiently as possible. The Senior Generalist will take the City's vision and mission, along with the strategic vision and mission of the HR Department and help make the changes necessary to achieve that vision. The Senior Generalist will provide supervision to entry-level HR practitioners such as an Administrative Assistant or HR Technician. This position is more involved in the creation of the new environment whereas the Generalist is involved with the day to day processing of that vision.

If you have any questions or need clarification please let me know.