



GREATER SALT LAKE

Municipal Services District

STAFF REPORT

DATE: February 11, 2026

FROM: Human Resources (HR)

PURPOSE: Convert the part-time HR Coordinator position to a full-time HR Generalist

SUMMARY: Human Resources requests to promote our part-time HR Coordinator (HRC) to a full-time HR Generalist (HRG) position. The HRG is coded at a salary of 140, base salary: \$27.32 – \$39.63 per hour or \$55,252 – \$82,430 per year. Benefits add approximately 50% to the cost.

1. Duties elevating the position from an HRC to an HRG are highlighted on the attached HRG's JD.

2. Salary

A. Salary.com, Base Salary Data:

Benchmark Job Title	Human Resources Generalist I	Human Resources Generalist II	Human Resources Generalist III	Human Resources Generalist IV
Job Level	Entry (I)	Intermediate (II)	Senior (III-VI)	Senior (III-VI)
Base 50th	\$66.2K	\$79.6K	\$99.7K	\$123.0K
%Difference(BASE)		20.3%	25.3%	23.3%
Experience	0-2	2-4	4-7	7+
Education	Bachelor's	Bachelor's	Bachelor's	Bachelor's
Supervision	Work is closely managed.	Occasionally directed in several aspects of the work.	Work is generally independent and collaborative in nature.	Work is highly independent. May assume lead role for the work group.

B. Indeed.com, Base Salary Data: Salt Lake City pay range: \$52,505 - \$83,598, mean base salary: \$66,252

3. Benefits add approximately 50% to the annual cost of each employee's compensation; this position will stay within the requested range.

4. POC for this memorandum is Joel Grant, Human Resources Manager at 801.597.0942 or joelgrant@msd.utah.gov.