

City of Wisconsin Rapids

Senior HR Generalist

The successful candidate will work with the HR Director in a variety of HR functions, including designing/administering benefit plans, administering FMLA and worker's compensation, drafting and revising City-wide policies, and assisting with recruitment.

This position requires a Bachelor's Degree in Human Resources, Business or Public Administration, or a related field, and three years' work experience in an HR Generalist role. May consider an Associate Degree in Human Resources, Management, Business, or a related field and 15 years of HR work experience.

Requires a strong knowledge of federal and state laws, including FMLA, ADA, and EEO. Experience working with human resources information systems is required. Advanced Excel skills are required. PHR or CEBS certification preferred.

Salary range is \$53,080 - \$60,059, with attractive total rewards.

A complete job description and application are available at jobs.wirapids.org.

Please submit cover letter, resume, and application via email by March 23, 2018, to:

Recruitment@wirapids.org

If you require assistance during the application process, please call 715-421-8215. The City of Wisconsin Rapids is an equal employment opportunity employer.



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- Processes Tuition Reimbursement applications and ensures adherence to policies and departmental budgets.
- Maintains vaccination records for employees covered under the City's infection control policy.

Secondary Responsibilities

- Maintains knowledge of employment laws and HR trends. May attend seminars and HR conferences.
- May assume responsibility for special projects as needed.
- May provide assistance to the Director and Human Resources Committee.
- Other work as assigned.

Qualifications:

Education/Experience:

- Bachelor's Degree in Human Resources, Business Administration, Public Administration, or a related field is required.
- In lieu of a Bachelor's Degree, the City may consider an Associate Degree in Human Resources, Management, Business, or related field and 15 years of HR work experience.
- 3+ years of experience in an HR Generalist role is required.

Knowledge/Skills/Abilities:

- Solid knowledge of practices related to employment benefit programs and their content, design, administration is required.
- Knowledge and the ability to interpret federal and state employment laws, including FMLA, EEO, and COBRA is required.
- Formal training for FMLA and ADAAA is required.
- Advanced proficiency using Microsoft Office products – Word, Excel, Outlook, and PowerPoint is required.
- Demonstrated competency working with Human Resources Information Systems (HRIS) is required.
- Experience with automating HR processes is highly preferred.

Certifications/Licenses:

- PHR or CEBS Certification is preferred.

Personal Attributes:

- Possesses strong communication and organizational skills and has the ability to build working relationships.
- Demonstrates advanced knowledge of FMLA, ADAAA, and Workers' Compensation laws.
- Demonstrates the ability to prioritize workloads and work independently.
- Possesses the ability to resolve conflicts productively.
- Possesses the ability to use good judgment when making independent decisions.



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- Demonstrates the ability to meet deadlines.
- Demonstrates the ability to work as an effective team member.

Physical and Mental Abilities Required to Perform Essential Job Function

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiates measure, assemble, copy, and record and transcribe data and information.

Ability to provide interpretation to others regarding how to apply policies, procedures, and standards to specific situations.

Ability to utilize a variety of advisory data and information, such as billing statements, ledgers, explanations of benefits, payroll reports, union contracts, pay plans, policies, computer software operating manuals, ordinances, statutes, procedures, guidelines, and non-routine correspondence.

Mathematical Ability

Ability to add and subtract; multiply and divide; and calculate percentages, fractions, and decimals.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

Must be able to see and interpret network monitor displays.

Must be able to sit or stand at a workstation and enter commands and data onto a keyboard.

Must be able to occasionally lift up to 10 lbs.

Must be able to occasionally reach overhead for files or binders.

Must be able to walk short distances during the work day.

Working Conditions:

Work is in an office area using standard office equipment. Professional attire is required.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. Similarly, this job description is not a guarantee of employment. It is understood that employment is "at will."



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To perform this position successfully, an individual must be able to perform the essential job duties satisfactorily (with or without accommodation). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential primary job duties. It is the employee's responsibility to inform the employer of the need for a reasonable accommodation.