

## **EMPLOYMENT OPPORTUNITY**

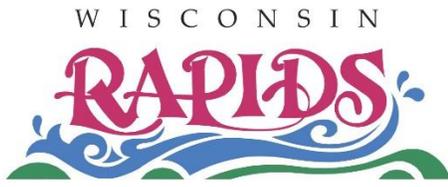
### **Director of Human Resources**

The City of Wisconsin Rapids is seeking a collaborative and accessible human resources professional for its Director of Human Resources position. The ideal candidate will possess strong leadership, interpersonal, and problem solving skills while executing a variety of strategic development initiatives in and across each department.

The purpose of this position is to have overall human resources-related strategic alignment and operational responsibility for all City of Wisconsin Rapids departments and entities, serving over 200 full-time, part-time, and seasonal employees. Key areas of responsibility include workforce planning, recruitment and selection, employee relations, benefits, labor contract administration, performance management, safety, training development, and compensation. The position manages two HR professionals, and the work is performed under the direction of the Mayor.

Primary responsibilities include the following but not limited to:

- Determines overall department direction and provides leadership to Human Resources staff.
- Develops, implements, maintains, and manages department policies, procedures, and standards. Ensures compliance with applicable ordinances, statutes, and rules/regulations.
- Review, develops recommendations to leadership for improvement of the organization's policies, procedures and practices. Communicates changes in the organization's policies and procedures and ensures that proper compliance is followed.
- Acts as a liaison between the Human Resources Department and other City departments and groups, to answer questions/concerns and assists in resolving personnel administrative issues. Advises and counsels employees on personnel matters, work related problems, and personnel benefits, policies, and procedures.
- Develops, implements, and administers City-wide disciplinary policy and procedures; monitors same to assure they are being followed; advises and coaches management and supervisory staff in following policy/procedures.
- Serves as spokesperson in labor contract negotiations. Administers labor contracts. Processes grievances and represents the City in grievance arbitration. Prepares statistical data for contract negotiations and researches, develops, and recommends contract negotiation position.
- Manages the City's third-party health insurance provider and collaborates with the insurance broker.
- Develops and administers employee compensation program; audits and reviews compensation.
- Manages employee sick leave, vacation leave, family and medical leave, and tuition reimbursements.
- Plans and evaluates employee benefit plans and programs, which include health insurance, dental insurance, employee assistance, and wellness programming. Manages and coordinates HIPAA policies and training.
- Develops and administers City-wide safety program. Coordinates with insurance carriers and safety resources to assess and provide proactive training. Receives and processes employee injury and accident reports. Acts as City's safety coordinator.



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- Directs employment recruiting efforts, vacancy advertisement/job posting, candidate interviewing and screening, employment testing, employment references, Department of Transportation testing, and other post-offer testing.
- Assesses overall employment needs and establishes related plan. Reviews and advises City Leadership regarding employee hires, promotions, demotions, suspensions transfers, merit increases, discharges, and disciplinary measures.
- Prepares and administers the department's budget and exercises control over expenditures.
- Coordinates and presents training for employees.
- Assists with the preparation of agendas and minutes for the Human Resources Committee; acts as Department Head liaison for the Committee.
- Oversees maintenance of personnel records. Serves as records custodian for personnel files.
- Develops and maintains a human resource information system that meets the organization's personnel information needs. Assists in the development and deployment of Human Resources systems and processes.
- Engages in activities that promote awareness throughout employee base through regular, proactive communications. Maintains a presence within City departments.

Requirements include a Bachelor's Degree in Human Resources, Business, Public Administration, or a closely related field as well as a minimum of seven years of progressive human resources experience, with three years of supervisory experience. Proficiency in human resources law, rules, and regulations is required. Public sector human resources experience, a Master's degree in one of the aforementioned fields, and SPHR or SHRM-SCP professional designation preferred. Strong leadership, excellent oral and written communication skills, strong attention to detail, and team-building experience are necessary. HRIS knowledge and experience, as well as advanced computer/technology skills are preferred.

The salary range is \$78,959-89,335 depending on qualifications, experience, and certifications. The City offers an excellent benefits package, including Wisconsin Retirement System, health and dental insurance, vacation and sick leave, and paid holidays.

Qualified candidates should submit a resume and application via email to [recruitment@wirapids.org](mailto:recruitment@wirapids.org). Applications are online: [https://www.wirapids.org/uploads/1/0/3/3/103347874/application\\_rev\\_4-17-19.pdf](https://www.wirapids.org/uploads/1/0/3/3/103347874/application_rev_4-17-19.pdf).

*The City of Wisconsin Rapids is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, religion, gender, sexual orientation, age, marital status, veteran status, disability, or any other protected status. If you need assistance at any time during this application process, please contact Human Resources at 715 - 421 - 8214.*