

<b>POSITION TITLE:</b>	Human Resources Administrator
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Director of Administration
<b>FLSA STATUS:</b>	Exempt
<b>SALARY GRADE:</b>	8

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## **POSITION SUMMARY**

Under the general direction of the Director of Administration, the Human Resources Administrator performs a wide range of professional, technical, analytical, and administrative human resources functions for the City. This position serves as the City's primary operational HR professional and subject-matter resource, responsible for administering core HR programs, ensuring regulatory compliance, advising department leadership, and supporting a consistent, lawful, and employee-centered workplace.

This position does not include direct supervisory responsibility over staff. The role is highly independent, requires sound professional judgment, and carries significant responsibility for confidential matters, regulatory compliance, and organizational risk management. The successful candidate will bring a people-centered, ethical approach to human resources work and demonstrate compassion, professionalism, and sound judgment in all employee interactions.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Human Resources Administration & Compliance**

- Administers and ensures compliance with federal and state employment laws and regulations, including but not limited to FMLA, COBRA, HIPAA, OSHA, EEO-4, ADA, FLSA, and Wisconsin employment statutes.
- Serves as custodian of all personnel records and ensures proper, lawful, and confidential maintenance of employee files.
- Interprets and administers City personnel policies, Employee Handbook provisions, Civil Service rules, and applicable labor agreements.
- Provides guidance to department heads and supervisors on employee relations matters, including discipline, performance management, leave administration, and workplace concerns, using sound professional judgment and a respectful, empathetic, and professional approach.

### **Recruitment, Hiring & Onboarding**

- Coordinates and administers the full recruitment and selection process for City positions, including job postings, application screening, interview coordination, pre-employment testing, background checks, and hiring documentation.
- Prepares and updates job descriptions; assists with position evaluations and classification reviews.
- Conducts new employee onboarding and orientation, including completion of all required employment documentation and benefits enrollment.
- Coordinates employee separations, exit documentation, and required notifications.

## **Benefits & Leave Administration**

- Administers all employee benefit programs, including health, dental, vision, life, disability, retirement plans, flexible spending accounts, retiree health, and voluntary benefits.
- Coordinates annual open enrollment, benefit changes, carrier communications, and employee education.
- Maintains benefit data within the City's Human Resources Information System (HRIS) and ensures accuracy of enrollments and deductions.
- Serves as the primary point of contact for employee benefit questions, issues, and problem resolution.

## **Workers' Compensation, Safety & Medical Programs**

- Administers the City's Workers' Compensation program, including injury reporting, claim coordination, recordkeeping, and required postings.
- Coordinates required employment-related medical exams, drug and alcohol testing programs, and DOT compliance for applicable positions.
- Maintains OSHA logs and ensures required reporting and posting deadlines are met.

## **HR Systems, Reporting & Analysis**

- Maintains and audits employee data within the City's HRIS and payroll system to ensure accuracy and regulatory compliance.
- Prepares required reports, audits, and filings related to benefits, leave usage, safety, and equal employment opportunity.
- Assists with HR-related data analysis, surveys, and reporting to support administrative decision-making.

## **Committees, Training & Organizational Support**

- Serves as staff support to the Personnel Committee, Police and Fire Commission, and other boards or committees as assigned.
- Coordinates employee training, orientation programs, and compliance-related education.
- Assists the Director of Administration with HR-related budget preparation, implementation, and monitoring.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

- Bachelor's degree from an accredited college or university in Human Resources, Public Administration, Business Administration, or a closely related field.
- Minimum of three (3) to five (5) years of progressively responsible professional human resources experience, preferably in a public-sector or municipal environment.
- Equivalent combinations of education and experience may be considered.

## **Knowledge, Skills & Abilities**

- Thorough knowledge of human resources principles, practices, and public-sector personnel administration.
- Demonstrated emotional intelligence, empathy, and professionalism, with the ability to interact compassionately, respectfully, and effectively with employees, supervisors, and others in sensitive, stressful, or confidential situations, while consistently applying City policies, labor agreements, and applicable law.
- Working knowledge of applicable federal and state employment laws and regulations.
- Strong experience administering employee benefits, leave programs, and HRIS/payroll systems.
- Ability to handle highly confidential and sensitive information with discretion and professionalism.
- Ability to analyze complex information, interpret regulations, and apply sound judgment.
- Strong written and verbal communication skills.
- Ability to establish and maintain effective working relationships with employees, supervisors, elected officials, vendors, and external agencies.
- Ability to work independently, manage competing priorities, and meet regulatory deadlines.

## **SUPERVISION**

**Supervision Received:** Works under the general direction of the Director of Administration.

**Supervision Exercised:** None. This position does not include formal supervisory responsibility.

## **TOOLS & EQUIPMENT USED**

Personal computer and standard office software (HRIS/payroll systems, word processing, spreadsheets, databases), telephone, copier, and related office equipment.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands and work environment characteristics described are representative of those required to perform the essential functions of the position, with or without reasonable accommodation. Duties are primarily performed in an office setting with minimal lifting requirements.

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*The duties listed are intended to describe the general nature and level of work being performed and are not an exhaustive list. This job description does not constitute an employment contract and may be revised as organizational needs change.*