Human Resources Coordinator II

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

WHAT WE ARE LOOKING FOR

The Human Resources Department is seeking a detail-oriented, organized individual to provide general HR support in areas including timekeeping, performance appraisals, wages and salaries, and benefit accruals. The ideal candidate will possess strong communication and organization skills, demonstrate accuracy and attention to detail, and maintain confidentiality while providing excellent customer service to employees and departments.

SOME ESSENTIAL RESPONSIBILITIES

With strong communication skills, attention to detail, and the ability to stay organized, you will be successful in this position by performing key duties and responsibilities, including but not limited to the following:

- Administers overall timekeeping for Courthouse and provides training to department heads and staff; directs, problem solves, and coordinates payroll timekeeping with other County departments in accordance with County ordinances, FLSA, State, and Federal regulations.
- Manages Employee Performance Appraisal Program by tracking review dates and reminders and assists supervisors when needed.
- Responsible for integrity of the pay and accrual system; ensures pay rates, steps, cost of living increases etc. are accurate and provided timely. Coordinates wage, salary, and benefit accrual administration, assures proper records are retained that support and authorize implementation/changes
- Interprets and administers FLSA, employment laws, County ordinances and policies
- Coordinates Unemployment Compensation benefits; communicates with employees, department heads, and others. May be required to represent the County in hearings.

Requirements:

- Associates Degree in Human Resources or related field with three years' related experience or internship; or an equivalent combination of education and experience

Preferred Requirements:

- Bachelor's degree in Human Resources Management or related field with one year of related experience

Wage & Benefits

The starting hourly wage range is $24.60 - $26.74 per hour depending on experience and qualifications.

Benefit Highlights

Paid vacation Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*
* Life insurance* Wisconsin Retirement System* Health Savings Account* Deferred Compensation Program*
Long Term Disability Short Term Disability*Accident Insurance*

Employees at Jefferson County Value

Competitive Pay Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer