



Human Resources Director

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

Jefferson County is seeking a motivated and detail-oriented individual to promote and implement human resources values and initiatives across Jefferson County. This person will be responsible for leading HR programs and ensuring compliance with laws and regulations, this role encompasses employee relations, compensation, benefits, training, recruitment, and worker's compensation. They will serve as a strategic advisor and will collaborate with County leadership to align HR practices with Jefferson County's mission, vision, and operational goals.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Oversees recruitment, selection, onboarding, and training processes to attract and retain a skilled workforce. Provides strategic direction on workforce planning, succession planning, and leadership development in partnership with department heads.
- Supervises HR staff, including performance evaluations, coaching, and disciplinary guidance. Leads team development by fostering a culture of continuous improvement and professionalism.
- Develops and maintains County-wide HR policies, including compliance with Federal and State regulations (e.g., FMLA, EEO, WC, FLSA, HIPAA, COBRA). Monitors legislative changes to ensure the County's HR practices remain compliant and serves as the designated EEO Officer.
- Advises management and employees on HR issues, offering guidance and resolution on performance management, disciplinary actions, grievances, and other employee relations matters.
- Leads investigations into employee conduct and workplace issues, recommending disciplinary action as appropriate.

Requirements:

- Bachelor's degree in Human Resources, Public Administration, Business Administration, or related field.
- Three to five years of progressive HR experience with knowledge of employment law and continuous improvement methods, preferably in public/government sector.
- Completion of FBI background check and Security Awareness Training required.

Preferred Requirements:

- Master's degree in a related field; five to seven years of progressive HR experience, with public-sector experience preferred.
- Previous supervisory experience
- Experience in labor negotiations and as an advisor to senior leadership.
- Professional certifications (CLRP, PSHRA, SPHR) are preferred

Wage & Benefits

The starting salary range is \$103,337 - \$115,141 per hour depending on experience and qualifications.

Potential to earn up to \$145,526 per year

Benefit Highlights

* Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance* Life insurance*

Wisconsin Retirement System Deferred Compensation Program* Long Term & Short Term Disability*

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