



# HR Generalist – Recruitment & Retention

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 lead County recruitment and retention efforts, serving as ambassador throughout the employee life cycle and promoting Jefferson County as an employer of choice.

## SOME ESSENTIAL RESPONSIBILITIES

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

- Provides general HR support to employees and supervisors by responding to inquiries, researching policies, benefits, and HRIS/timekeeping information, and ensuring accurate guidance or referral.
- Assists with compensation and classification efforts, including gathering and analyzing salary survey data and supporting compensation model updates.
- Coordinates HR compliance, documentation, and reporting, ensuring personnel records and practices meet County protocols and applicable laws.
- Supports training and development initiatives by coordinating sessions, communications, and tracking participation; assists with performance management processes including evaluation tracking and document review.
- Assists with workplace health and safety programs, including incident tracking, safety monitoring, and related HR initiatives.

## Requirements:

- Bachelor's degree in human resources or related field plus
- Two to three years of experience; or an equivalent combination of education and experience.
- Must successfully complete a criminal background check

## Preferred Requirements:

- Bachelor's degree in human resources or related field plus
- Five years of experience; or an equivalent combination of education and experience.
- Experience in public sector human resources and/or relative recruitment experience.
- Bilingual in Spanish and English preferred

### Wage & Benefits

The starting hourly wage range is \$30.83 - \$34.38 per hour depending on experience and qualifications.

### Benefit Highlights

\*2 weeks paid vacation\* Health insurance\* Health insurance Opt Out Plan \* Dental & Vision insurance\*  
\* Life insurance\* Wisconsin Retirement System\* Health Savings Account\* Deferred Compensation Program\*  
\*Group Life insurance\* Long Term Disability\* 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](http://www.jeffersoncountywi.gov)

*Jefferson County is an Equal Opportunity Employer*