



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:

- Develops and implements recruitment strategies to attract diverse and qualified applicants; sources, screens, and recruits candidates through postings, events, databases, and community partnerships.
- Partners with hiring managers to analyze staffing needs, review job descriptions, conduct interviews, and support the selection and onboarding process.
- Coordinates and delivers employee orientation as a required responsibility, ensuring consistent information and support for new hires.
- Leads employee retention initiatives, including stay interviews, onboarding surveys, exit interviews, and strategies to reduce turnover.
- Coordinates employee recognition and engagement programs, including service awards, luncheons, and employee surveys.
- Maintains and updates job descriptions, evaluates market wage trends, and assists with classification and compensation reviews.

Requirements:

- Associates' degree in Human Resources management or related field with two years of related experience or internship; or an equivalent combination of education and experience.
- Must successfully complete a criminal background check

Preferred Requirements:

- Experience in public sector human resources and/or relative recruitment experience.

Wage & Benefits

The starting hourly wage range is \$26.90 - \$29.98 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*
- *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

Jefferson County is an Equal Opportunity Employer