



HR Generalist

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 provide generalist support activities in the human resources area that includes the Countywide Leave program, Fair Labor Standards Act (FLSA) compliance tasks, and Countywide training coordination for the Jefferson County Human Resources Department.

SOME ESSENTIAL RESPONSIBILITIES

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

- Administers Countywide Leave program for employees, assuring Federal, State, and County regulations are adhered to; works with employees and department heads to promote positive transitions for workforce.
- Assists with workplace health and safety programs, including incident tracking, safety monitoring, and related HR initiatives.
- Interprets and administers FLSA, employment laws, and County ordinances and policies
- Coordinates Unemployment Compensation benefits; communicates with employees, department heads, and others. May be required to represent the County in hearings.
- Maintains confidential records in the information system data base, paper personnel files, and medical records. Responds to appropriate requests for information.

Requirements:

- Associates' degree in Human Resources management or related field with two years of related experience or internship; or an equivalent combination on education and experience

Preferred Requirements:

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

Wage & Benefits

The starting hourly wage range is \$26.90 - \$29.98 per hour depending on experience and qualifications.

Benefit Highlights

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

Jefferson County is an Equal Opportunity Employer