



## Town of Grand Chute Position Description

**Department:** Administration

**Title:** Human Resource Manager

**Pay Grade:** J **FLSA:** Exempt

**Date:** May, 2019

**Reports to:** Town Administrator

---

### Purpose of Classification

The purpose of this position is directly responsible for the administration of Human Resources duties to include; administration of employee benefit plans, promote employee relations and organizes employee trainings, oversee Town Policy Handbook updates, acts as administrator and point of contact for insurance coverages, and provides secretarial and administrative support for the Town Administrator in routine and confidential matters.

### Essential Duties and Responsibilities

- Develops and administers Human Resource activities and procedures.
- Maintain Town Handbook Policy and Procedure Manual, working with the Attorney and Department Heads to incorporate updates and changes to policy, submit to Town Board, distribute approved updated version to all staff, offer advice and assistance to Department Heads and staff in complying with Town Policy.
- Ensures compliance with all federal, state employment laws; updating forms, notices and postings as necessary to remain in compliance with law.
- Conducts or assists with recruitment, interview process, and requests background checks for potential hires. Tracks candidates and maintains application files.
- Submits required state and federal reports such as Section 125 Plan Non-Discrimination Test, EEO4 reporting, and DSPS injury reporting.
- Advise Department Heads in employee related matters in order to promote consistent practice and comply with regulation and law, to avoid claims and liability for the Town.
- Maintain confidential employee Excel data base and personnel files, document employee trainings, personal and emergency contact information.
- Conduct new employee orientations, provide enrollment documents, review benefits, discuss Town Handbook Policy and employee expectations, and review reporting procedures.
- Completes new employee forms such as the I-9, verifies I-9 documents and maintains I-9 files.
- Maintain and coordinate all employee benefits; work with benefit brokers and representatives to administer policies, collect enrollment documents, distribute Summary Plan Documents and Certificates of Coverage, enter employee status changes, and ensure monthly benefit premiums are remitted.

## Human Resource Manager Position Description

- Make Family Medical Leave determinations, issue FMLA required paperwork, and track employee FMLA leave.
- Issue COBRA paperwork and continuation notices to employee, conduct Exit Interview opportunity, and process termination of employee benefits.
- Receives employment claims, works with Attorney and Administrator to resolve.
- Work with insurance brokers to maintain Town property and liability coverages; provide insurance claim information, Town property and assets to be insured, provide employee data, and ensure insurance coverages are adequate to protect the Town in claims.
- Submit insurance claims including: Workers Comp, Auto, Property and General Liability claims, Life, Short Term and Long Term disability claims.
- Assist Department Heads in Performance Improvement Plans, EAP Supervisory Referral process, Written Warnings, and documents and participates in employee termination meetings.
- Developed and maintains the Harassment Procedure Policy and participates in the investigation and conclusion.
- Conduct or coordinate employee trainings, recognition events, wellness events, promote wellness materials, arrange yearly benefit informational meetings, arrange BBP, AED/CPR training, Harassment Trainings, etc.; and track employee attendance at trainings.
- Responsible for Exposure and Injury Reporting, documentation and communications with insurance representatives, employee and, is necessary, treating physician.
- Assist Department Heads with job description updates and making recommendations.
- Assist Administrator and Town Chairman with clerical duties, answering their phone line, and assist in scheduling appointments with the Administrator and Town Board.

### **Additional Tasks and Responsibilities**

- Promotes employee wellness activities by scheduling on-site health risk assessments, flu vaccination clinics, coordination of the YMCA Partnership Incentive, communicates employee wellness information and incentives to staff.
- Maintains the Employee Assistance Program (EAP) and promotes the benefit to staff through mailings, emails, provide verbal recommendations and reminders of benefit.
- Promotes the Wisconsin Deferred Comp Program (457 Retirement Program) to staff by arranging group meetings in the spring and fall, and providing new employees with program information.
- Ensures employees are provided with Wisconsin Retirement System information through webinar availability, email, etc.
- Notarize legal papers for Town staff and for citizens.
- Assist Department Heads in scheduling meetings or in other matters as necessary.
- Performs customer service functions by answering citizen phone calls and directing the calls to assist in resolving issues.

### **Knowledge, Skills and Abilities Required to Perform Essential Job Functions**

- Proficiency in using a variety of computer software applications such as Excel, Microsoft Word and PowerPoint, and an ability to adapt to other software as necessary.

## Human Resource Manager Position Description

- High level of interpersonal skills to handle sensitive and confidential situations, make sound assessment of situations and ability make decisions and to advise staff in procedures that comply with employment law and protect the town from claims made against the Town.
- Knowledge of recommended Human Resource practices.
- Knowledge of employee benefits.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelors in Human Resource Management or related degree; or an Associate Degree with at least three years job related Human Resource experience. HRCI and SHRM certification desired, and/or the ability to obtain the HRCI SHRM certifications.

### **Physical Requirements**

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines or materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as data entry.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds and occasionally up to 50 pounds. Ability to sustain prolonged visual concentration.

### **Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions here exposure to environmental factors such as repetitive computer keyboard use poses a limited to no risk of injury.

### **EEO/ADA Policy Statement**

The Town of Grand Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of Town and requirements of the job change.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date