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Manager – Human Resources

Employ Milwaukee the local non-profit workforce development board serving Milwaukee County is seeking a **HR Manager** to develop, contribute and manage all things HR. Employ Milwaukee's goal is to connect all job seekers with employment opportunities through education and training by partnering with local businesses and industries developing a strong workforce for the 21st Century promoting regional economic growth and employment opportunities for all job seekers.

Under the direction of the Chief Executive Officer, the Manager – Human **Resources** is responsible for all employment activities, position evaluations and descriptions, salary administration and structures, documentation and promulgation of Employ Milwaukee personnel related policies, compliance to employment related legislation, and required legal and managerial reports.

Manager – Human Resources also assists employees or job applicants in learning about the mission and goals of the departments to which they may be assigned during regular orientation sessions. In addition, provides information and opportunities for further training and advancement within Employ Milwaukee

If you have a high level of integrity and energy and are highly service oriented this might be the opportunity for you. We are looking for someone who can work on a team, as well as independently in a fast-paced environment.

The Manager of HR will be responsible for but not limited to the following:

- Establishing goals for human resources department and the development of a strategic plan to attain goals.
- Counsel and responding to employee inquiries regarding benefits, policies, and employment practices.
- Updating and monitoring the performance evaluation process including training managers regarding proper use of employee evaluation format and timely completion.
- Coordinating all disciplinary action and employee termination, involving legal counsel as appropriate. Responsible for legal risk management.
- Administering and ensuring compliance with Families First Act, FMLA, COBRA, workers' compensation and unemployment insurance reporting, and pension enrollment and maintenance.
- Receiving and recruiting for staff vacancies coordinating with the CEO and Internal Directors as required
- Analyzing wage and salary reports and data to determine competitive compensation plan.

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

2342 North 27th Street
Milwaukee, WI 53210
Phone: (414) 270-1700
Wisconsin Relay: 7-1-1
employmilwaukee.org

- Creating and distributing job announcements, job descriptions, and ads internally and externally as appropriate.
- Contributing to decision making with CEO and EM Executive Leadership relating to personnel risk management, adhering to all state and federal regulations and the agencies culture.

Minimal Qualifications:

- Bachelor's Degree in Human Resources or related field plus 6 years human resources experience or equivalent combination of education, training, and experience.
- Understand basic characteristics and laws governing employment and benefits administration including the ability to recognize the need to consult legal counsel.
- Excellent, motivational, leadership, employee relations, teambuilding, and training skills.
- Excellent verbal communication skills in both one on one and group presentations.
- Excellent written communication skills including accurate and complete record keeping, preparing employee manual, documentation for legal compliance, tone/terminology/message development for business correspondence, including correspondence to managers, supervisors, and employees at all organizational levels.
- Ability to maintain confidentiality and build employee trust.
- Strong time management, multitasking and task prioritization skills including the ability to adapt in a constantly changing environment.
- Proficient with Microsoft Word, Excel, Power Point, the Internet, and general office equipment.
- Strong critical thinking, reasoning ability and attention to detail.
- Knowledge and skills relative to key recruiting tools in today's Social Media formats

Send your resume, and your letter of interest to include salary requirements stating the position you are applying for, to:

Human Resources
Email: HR@employmilwaukee.org
Interviews may be conducted during the posting period

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