



Job Announcement for Employ Milwaukee

	Date Posted: February 22, 2019 Closing Date: Open Until Filled
Position Title:	Human Resources Manager
Salary:	\$55,494.40 - \$76,304.80 (Level 215)
Minimum Education:	Bachelor's Degree in Human Resources or related field.
Minimum Experience:	At least three years of experience in human resource management. An equivalent combination of education, training and experience may be considered. Prior experience with SHRM and/or MRA program and service implementation a plus.
Minimum Knowledge, Skills & Abilities:	<ul style="list-style-type: none"> • Understand basic characteristics and laws governing employment and benefits administration including the ability to recognize the need to consult legal counsel. • Excellent supervisory, 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. • Proficient with Microsoft Word, Excel, Power Point, email, the Internet and general office equipment. • Strong critical thinking, reasoning ability and attention to detail. • Basic math accuracy toward compensation analysis, percentage adjustments, ratios, medians, fractions, budget monitoring and premium calculations. • Ability to respond effectively and spontaneously to the most sensitive inquiries or complaints. • Ability to identify potential issues and recommend corrective actions or policy/procedure changes to executive management. • Must define problems, collect data, establish facts and draw valid conclusions.
Job Duties:	<ul style="list-style-type: none"> • Establish goals for human resource management functions and develop strategic plan to attain goals. • Receive requests from managers to fill staff vacancies and recommend appropriate actions with the CFO and CEO before fulfilling the requests. • Create and distribute job announcements and job descriptions internally and externally as appropriate. • Solicit and screen candidate resumes, interview candidates for all departments as needed. • Perform reference checks and background investigations on potential candidates and present final verbal offers to candidates. • Create a process for and conduct new employee orientations; process new hire paperwork and ensure timely enrollment in appropriate benefit programs. • Conduct Employ Milwaukee onboarding and exiting process with staff.

Job Duties (continued):	<ul style="list-style-type: none"> • Develop and coordinate candidate recruitment including tracking all applicants; produce New Hire and Termination Reports which includes an open positions section. • Counsel and respond to employee inquiries regarding benefits, policies and employment practices. • Schedule and coordinate employee events and meetings, including benefits information meetings, as necessary. • Coordinate benefits renewal with benefits broker and analyze current and proposed plan designs to determine the optimal plan for Employ Milwaukee and staff. • Update and monitor performance evaluation process including training managers regarding proper use of employee evaluation format and timely completion. • Analyze wage and salary reports and data to determine competitive compensation plan; consult external resources (e.g. SHRM, MRA, etc.) as needed to ensure that Employ Milwaukee's compensation plans are competitive in similar markets. • Responsible for dignity and diversity training for staff. • Prepare and send letters of hire, promotion, rejection, and other general correspondence in Word. • Coordinate all disciplinary action and employee termination, involving legal counsel as appropriate. Responsible for legal risk management. • Consult legal counsel to ensure comprehensive compliance with federal and state laws. • Represent organization at personnel related hearings and investigations and respond to external auditors and compliance agencies as appropriate with input from the CFO and legal counsel if appropriate. • Maintain and update employee manual while following the appropriate approval methods. • Process and respond appropriately to incoming reference checks. • Construct and maintain Excel worksheets and human resource/benefit program work products. • Write directives advising department managers of company policy regarding equal employment opportunities, compensation, and employee benefits. • Develop and maintain a human resource system that meets executive management and Board of Director information needs. • Oversee the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization including EEO reports. • Coordinate special projects and perform other duties as assigned.
To Apply:	<p>Send cover letter and resume, stating the position that you are applying for, to:</p> <p>Human Resources Employ Milwaukee 2342 N 27th Street Milwaukee, WI 53210 Fax: (414) 225-2575 E-Mail: hr@employmilwaukee.org</p>