



## Recruitment for Human Resources Specialist – City of Platteville, Wisconsin

Join Our Team! The City of Platteville seeks an energetic individual to serve as our Human Resources Specialist. This non-exempt position administers our comprehensive city-wide human resources program under the direction of the City Manager and with support of the Administrative Assistant. To ensure consideration, applicants should submit a resume and cover letter by Friday, February 12 to [steffenc@platteville.org](mailto:steffenc@platteville.org). The City of Platteville is an Equal Opportunity Employer. For additional information about the City of Platteville, visit [www.platteville.org](http://www.platteville.org).

## Our Community

Located in scenic southwest Wisconsin, Platteville is home to over 12,500 residents, including a large student population. Platteville is part of Wisconsin's Driftless Area and is surrounded by rolling hills and beautiful farm country. While Platteville started as a lead and zinc mining center, today the area economy revolves around agriculture and manufacturing. The city has a historic Main Street and extensive retail opportunities both downtown and near the east-side expressway exit. Platteville is the home of University of Wisconsin-Platteville, which serves over 8,000 students with on-campus and distance learning programs.



Platteville has excellent medical facilities, a bustling industry park, and several quickly developing housing areas. Residents and visitors enjoy 16 city parks, which include over 200 acres of open space, city museums, art gallery, playgrounds, baseball and softball diamonds, biking and hiking trails, a skate park, picnic shelters, an arboretum, and an outdoor aquatics center. New community amenities include a new 22,000 square foot public library, 6,000 square foot Broske Event Center and the Rountree Branch Trail, a paved and lighted trail for bicyclists and walkers. Platteville Public Schools consistently receive high ratings. In addition, area residents benefit from the many educational, athletic and cultural events offered at UW-Platteville.



## City Government

The City of Platteville has a City Manager form of government. Platteville's Common Council has seven members; three of the members have served for over fifteen years and bring a wealth of knowledge to their role. While Platteville's City Manager has only been with the City for one year, the



leadership team includes many long tenured employees. In addition to the Human Resources Specialist, other leadership team members include the Public Works Director, Administration Director, Community Development Director, Police Chief, Fire Chief, Parks & Recreation Director, Library Director and Museum Director. Having a supportive and cooperative working relationship is of high importance to the members of the leadership team. 73 regular full-time and 16 part-time employees work at the City. Volunteer firefighters and seasonal employees round out the rest of our team.

## Human Resources Specialist

Essential functions include:



- Responsible for providing HR (Human Resource) support to the Department of the City Manager with regards to all aspects of HR including policy interpretation, performance management, investigations, HR reporting, rewards and recognition, compensation, employment law, training, and development. This position will also be involved in coordinating strategic HR initiatives such as onboarding and new hire orientation, talent acquisitions and employee relations.
- Coordinates the hiring process for regular full-time and regular part-time employees as directed by the City Manager.
- Prepares job notices and coordinates publication/posting. Receives and review applications. Coordinates and participates in the interview process. Conducts initial entrance interviews with new employees regarding benefits matters.
- Administers employee benefits programs including health insurance, disability, life, workers compensation, and family medical leave. Completes and submits all employee benefits forms. Assists employees in completing and filing benefit enrollment changes.
- Develops, recommends, and implements personnel policies and procedures, prepares, and maintains the Employee Handbook on policies and procedures.
- Assists City Manager in ensuring compliance with all federal, state, and local employment law and stays apprised of legal issues.
- Assists City Manager in maintaining the personnel files for all City employees.
- Assists City Manager in acting as liaison for HR related claims (workers comp/unemployment).
- Conducts new-hire orientations.
- Assist City Manager in conducting internal employee investigations.
- Responsible for updates to HR content of the City website.
- Assist City Manager in coordinating the compensation plan and employee evaluation processes; conducts salary audits; coordinates the position classification system; develops and maintains up to date position descriptions for all regular employees.
- Monitors union contracts to ensure wage scales and procedures are being followed.
- Coordinate with the City Manager on any issues relating to employee benefits, wages, or hours.
- Participates in discussions and makes recommendations on confidential collective bargaining matters.

To view the complete job description, visit [www.platteville.org/jobs](http://www.platteville.org/jobs).

## Candidate Qualifications

Position requires a bachelor's degree in human resources, public administration, or business administration and at least 3 years of related experience, with two or more years in personnel administration. Senior Professional in Human Resources (SPHR) or Society for Human Resource Management-Certified Professional (SHRM-CP) credentials, are preferred. Strong communication skills are important, including the ability to translate complex topics for other leaders, elected officials and the general public. The position is fast paced; the successful candidate will be able to manage several projects simultaneously while maintaining high attention to details. The successful candidate will also support a culture of engagement and transparency by involving employees, elected officials and residents into decision-making processes.

City of Platteville leaders are all expected to model the City's values of:

- Having a positive impact on our community,
- Treating our customers with care,
- Working cooperatively together,
- Doing quality work,
- Demonstrating integrity on the job,
- Showing flexibility and a "can-do" spirit,
- Acting as good stewards of the City's resources, and
- Ensuring our safety and the safety of others.

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## Search Timeline

Resumes Due: Friday, February 12, 2021

First Interviews: Thursday, February 18 or Friday, February 19

Finalist Interviews: Monday, February 23 or Tuesday, February 24

Anticipated Offer: Week of February 22

Anticipated Start Date: Two weeks from hire date

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## Why Join the City of Platteville Leadership Team? Here's What Our Leaders Had to Say...

- I love being a part of something larger in which our main goal is to make a difference. I love that everyone cares about the work they do and that I have the option of flexibility when needed.
- The leadership team at the City of Platteville is very much a team sport and I enjoy being part of that team and contributing to the individual and collective success of the team.
- Working as a department head for the City of Platteville is one of the most rewarding positions I have held. I have the autonomy to act with agility while having the support of experienced professionals in the leadership team, City Manager, and City Council. I am pleased with the variety cultural options, friendliness of my neighbors, and wonderful opportunities to explore the great outdoors through the trails that are just steps from my door. If you are looking for a place where you can truly make a difference in a great community, this is it.