



Human Resources Generalist- \$40-45K

Sid Simone, Inc is hiring for a municipality in Michigan. The role is a Full-Time Human Resources Generalist that will report to the City Manager. Experience with local government, serving in a similar capacity. This is a direct-hire position.

This role is also available as Part-Time (20-29 hours), at the applicable hourly rate, up to \$25.51/hr.

THE OPPORTUNITY

This position will perform varied and confidential technical, recruiting, human resource generalist duties in support of the City Manager (CM). Confidential information could include City personnel records, onboarding and termination, harassment cases and federal hearings. This position coordinates and participates in projects with other County departments, and outside agencies, and works with the public to resolve issues and concerns; provides information or directs questions and requests to appropriate departments.

The selected incumbent will have the opportunity to:

- Analyze current hiring, benefits/compensation, onboarding, training and all human resources procedures; make suggestions and implement new policies within 120 days
- Manage onboarding, recruitment, vacation, FSA, FLSA, ADA and worker's compensation request in HRIS and ATS
- Process and administer payroll of \$2M+
- Coordinate holidays, birthdays, and City events
- Discreetly investigate and remedy concerns from staff and CM
- Draft new Employee Handbooks, Department Handbooks, City Council, training guides and business manuals and employee agreements
- Conduct or coordinate trainings for leadership development, diversity and inclusion, and other necessary trainings
- Ensure City is adhering to all state and federal mandates and regulations
- Find progressive mediums to fill the candidate pipeline, prior to the need to hire
- Administer or coordinate skills assessment of staff, to ensure capability of successfully completing their tasks
- Successfully verbally communicate and present findings in PowerPoint and Excel format by attending City Council and applicable municipality meetings by the CM's directive



- Communicate with officials and staff of other departments and agencies to obtain and relay information and to coordinate activities
- Contribute to positive work culture

Skills and Technology

- 5 years in experience human resources, unions, compensation and benefits analysis, recruitment, and creating handbooks, HR policies, payroll processing required
- Experience in collective bargaining is recommended
- Familiarity with principals of municipalities and collective bargaining highly preferred
- Bachelor's Degree required- Organizational Behavior, HR, Business Management
- SHRM, PHR highly preferred
- Microsoft Suite, ATS and HRIS required

Compensation, Benefits, Working Hours

- Some relocation assistance may be available
- Health insurance, 2 weeks of PTO vacation, personal/sick days
- The City Hall is open Monday-Thursday 8am-6:30pm, however working hours for this role be as-needed per the City Manager's directive with some remote flexibility

ABOUT THE LOCAL MUNICIPALITY

This urban City is home to fewer than 25,000 residents and situated along the West shores of Lake Michigan. Your drive is 10 minutes or less to a lake, river, or a beach. With a strong pride in community and local high school sports, this City is home to 1 high school, 1 middle-school, and 4 elementary schools, equipped with full-service City Hall, 24/7 Police and Fire Station, and a seasonal farmer's and flea market. In the adjacent city you can attend semi-professional basketball, football, baseball and hockey games. All year, you can indulge in the essence of all 4 seasons with their distinctive aromas, indoor and outdoor activities, and festivities. The City is remedying years of real-estate inflicted poverty, and an increase in petty crime. In order to address disorganization in local government, the City is upgrading technology, implementing budgeting protocols, restructuring departments and launching new police initiatives. This is a unique opportunity to join the ground-floor of the reorganization by setting the new status-quo.

ABOUT THE COMPANY



Sid Simone, Inc is a national recruitment placement agency. The company supplies promotional staffing and direct-hire placements for full and part-time positions in the United States. More roles available: <http://www.sidsimoneinc.com>