



CITY OF
Sturgis
MICHIGAN

We're Hiring!

HUMAN RESOURCE MANAGER

This is a **full-time** position, with complete City of Sturgis benefit package. Position is responsible for implementing and administering all human resource functions, payroll, and benefits along with other tasks as assigned.

Wage: FSLA exempt, with annual wage range \$76,305 to \$88,458 dependent on qualifications.

Education and Licensure:

Bachelors degree in Human Resource Management, Business Administration, or related field with proven experience in multiple HR disciplines including recruiting, benefits administration, employee relations, and compliance. Professional in Human Resource Certification is a plus.

Desired Skills and Abilities:

Highly proficient in Microsoft programs; experience with HR, finance, and timekeeping systems a plus. Skills to include exceptional verbal and written communication; problem solving and conflict resolution; developing and administering policies; preparing detailed and accurate records; compensation planning; employment laws; and providing effective customer service.

ESSENTIAL DUTIES and RESPONSIBILITIES: These examples are illustrative and are not intended to be all inclusive. Other duties may be assigned as necessary.

- * Implements and administers HR programs including staffing, employee on-boarding, compensation, benefits, training and development, records management, safety and health, succession planning, employee relations and retention, compliance, and labor relations. Completes all associated personnel transactions.
- * Provides administrative support in all matters relating to the hiring, promotion, discipline, or termination of personnel. Including advertising and interviewing as part of the hiring process.
- * Administers onboardings and separations, including background and other pre-employment checks and exit interviews.
- * Provides HR advisory service to employees, retirees, and administration in relation to leaves of absence and health issues, conduct and capability, organizational change, wage and benefits, retirement/pension, and other employee-relations matters.
- * Administers payroll systems and maintains records (taxes, FSA, HSA, W-2, 1099, ACA, EEO reporting, etc.)
- * Assists in the design of and administers all employee benefits including compensation plans, retirement savings (HSA, IRA, 457), leave (including FMLA), and the annual procurement of offerings.
- * Administers and maintains systems and records related to the City's pension system, including calculations, managing contributions, and preparation of reports.
- * Serves as primary contact for the City's healthcare TPA/broker service, monitoring performance, resolving employee/TPA/ carrier issues, and coordinating open enrollment.
- * Processes and manages workers' compensation and unemployment claims and benefits.
- * Administers CDL random drug/alcohol testing.
- * Maintains employee files and records, including monitoring records retention and destruction.
- * Compiles and manages data to produce reports or to respond to various surveys and inquiries.
- * Develops and recommends HR policies for approval. Assists with general administrative policy review, revision, and development as needed.
- * Assists in the development and revision of position descriptions.
- * Ensures compliance with state and federal employment and healthcare laws.
- * Assists in union negotiations as well as maintaining and monitoring compliance with union contracts.
- * Manages and administers safety programs in conjunction with City Department Heads.
- * Supervises Administrative Services Specialist.
- * Performs other duties as assigned.

Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.
or via email to: dnorthrup@sturgismi.gov Applications are available at City Hall
or on our website at sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.