



Senior HR Generalist

Widefield Water and Sanitation District (WWSD) announces an opportunity for the position of Senior HR Generalist. This position is a full-time exempt position. The Senior HR Generalist works directly with the Director of Administrative Services in the daily administration of human resources-related duties at an administrative and professional level and may fulfill responsibilities in some or all the following functional areas: administration, payroll, recruitment, compensation, benefits, employee relations, employee training and development, and internal communications. Works with and supports the Safety and Special Operations Officer regarding the safety program. Provides management and analysis of various human resource programs and initiatives. Creates effective and positive relationships throughout the organization and community. Provides support to the Director of Administrative Services.

Requirements:

- Bachelor's degree from a four-year college or university in a Human Resources related field or a minimum of a PHR or SHRM-CP certification.
- Three to five years related human resources experience and/or training preferably in a government environment.
- Solid working knowledge of human resources functions and governing federal and state laws, standards and procedures.
- Experience in principles and procedures related to human resources including recruitment, classification, compensation, benefits administration, employee development, employee relations, and organizational and workforce development.
- Knowledge and skills using human resources management systems.
- Knowledge of payroll administration and practices; experience with ADP software is a plus.
- Familiarity with the administration of a comprehensive safety and accident prevention program.
- Proficiently operate computers, computer programs, and applications.
- Capacity to work with confidential information and maintain confidentiality.
- Ability to interact and work cooperatively with others to foster a positive, trustworthy, and constructive relationship with staff.
- This individual must possess and execute leadership qualities to include but not limited to perseverance, professionalism, work ethic, and a commitment to the team and uphold organizational values.
- Experience with coaching, mentoring, and training staff.

Attractive Benefits Package:

- Employee and Family medical coverage (HDHP 100% premium paid plus HSA contributions)
OR Employee and Family medical coverage (PPO 80% premium paid)
- 100% premium paid - Employee and family dental and vision coverage
- Life Insurance, Dependent Life, Long Term and Short-Term Disability insurance
- 401(a) Retirement pension after 90 days (5% employer match; fully vested after 12 mo. of contributions)

- 457 Plan Before & After-Tax Options after 90 days (3% match of employee contribution; fully vested after 12 months of contributions)
- 9 paid holidays (On-call duties may require work during holidays with pay)
- 2 additional Personal Holidays (after 6 months)
- Paid Vacation and Sick (begin accrual upon start)
- Career development, paid training, and professional certification costs
- Annual merit Increases of up to 5%.

Hiring Range: \$32.83/hr. - \$45.27/hr.

Pay is dependent on certifications, knowledge, skills, and abilities. The starting range depends on qualifications.

Successful candidates will complete pre-employment screening, which includes, but is not limited to a criminal background check and drug screen. The employee must be insurable by District standards.

If you desire to work for a utility that recognizes and appreciates your contributions, apply by visiting our website at www.wwsdonline.com. Full job descriptions are available to be viewed at the website. Submit a resume with the online application for consideration. **Resumes without a completed online application will not be considered.**

Submit your documents to Carmen Slagle, Senior HR Generalist, at carmen@wwsdonline.com or by fax to 719-390-1409.

***If no date is displayed, applications are being accepted on an ongoing basis; however, this job posting may close at any time after a minimum of 5 days of being posted.*

Widefield Water and Sanitation District is an Equal Opportunity Employer.