



Village of Germantown HUMAN RESOURCES MANAGER

SALARY	\$85,825.00 - \$99,101.00 Annually	LOCATION	Germantown Village Hall- N112 W17001 Mequon Road
JOB TYPE	Full-Time	JOB NUMBER	202600019
DEPARTMENT	Administration - HR	OPENING DATE	07/27/2026
CLOSING DATE	8/14/2026 4:00 PM Central		

Summary of Job

Under general direction of the Village Administrator, the Human Resources Manager plans, organizes, administers, and oversees the Village's human resources functions, including recruitment and selection, employee relations, benefits administration, compensation, policy development, performance management, regulatory compliance, and employee training and development. The Human Resources Manager serves as a trusted advisor to Village leadership, ensuring compliance with federal and state employment laws while promoting effective personnel practices that support organizational goals.

Send a cover letter, resume, salary history, and professional references to Matt Trebatoski at mtrebatoski@germantownwi.gov.

Please direct questions to 262-250-4775.

Essential Duties & Responsibilities

- **General Duties**
 - Provides professional human resources guidance and support to the Village Administrator, Department Directors, supervisors, and employees.
 - Serves as a resource for employees regarding personnel policies, benefits, leave administration, and employment-related matters.
 - Attends seminars, workshops, and professional training to remain current on employment laws, human resources best practices, labor relations, and municipal personnel administration.
 - Develops collaborative working relationships with department directors, employees, outside agencies and consultants.
 - Maintains confidentiality of personnel records and sensitive employment information.
- **Human Resources Duties:**
 - Develops and implements personnel policies; trains and advises management on policies and policy interpretation.
 - Coordinates recruitment activities including position advertising, applicant tracking, screening, interview coordination, background checks, pre-employment testing, reference checks, conditional job offers, and onboarding.

- Assists with contract negotiations; advise Department Directors on contract interpretation; advises management on employee discipline matters and response to grievances; works with outside legal counsel on grievance arbitration; advises Department Directors on other employee matters relating to work performance.
- Administers compensation programs; conducts salary surveys, prepares compensation reports and makes recommendations for salary adjustments; creates and updates job descriptions and conduct classification studies as needed.
- Administers leave programs including FMLA, Wisconsin FMLA, ADA accommodations, military leave, workers' compensation leave, and other protected leave programs.
- Administers unemployment claims.
- Ensures compliance with federal, state, and local employment laws.
- Investigates employee complaints involving discrimination, harassment, workplace misconduct, policy violations, or other personnel matters and recommends appropriate action.
- Administers employee benefit programs such as health, dental, life, health savings accounts, Wisconsin Retirement System (WRS) and deferred compensation.
- Coordinates annual benefit renewals and open enrollment.
- **Administrative Duties:**
 - Assists the Village Administrator with employee and organizational communications, including preparation of employee notices, announcements, newsletters, and other internal communications as requested.
 - Coordinates employee recognition programs, wellness initiatives, and other employee engagement activities.
 - Coordinates administration of the Village's property, liability, workers' compensation and other insurance programs with the Village's insurance carriers.

Typical Qualifications

- Equivalent to a Bachelor's Degree in human resources, public administration, or business administration.
- At least three (3) years of local government experience preferred. Master's Degree in public or business administration may substitute for one year of experience or any equivalent combination of education, experience and training that provides required knowledge, skills, and abilities.
- Professional human resources certification (SHRM-CP, SHRM-SCP, PHR, SPHR, IPMA-HR, or equivalent) is desirable.
- Experience using NeoGov applicant tracking and onboarding software and Tyler Munis Human Resources/Payroll software is desirable.

Experience administering comparable municipal HRIS, payroll, and applicant tracking systems will be considered.

Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of human resources management.
- Federal and Wisconsin employment laws and regulations.
- Recruitment, selection, onboarding, and employee retention practices.
- Employee benefits administration including health insurance, Wisconsin Retirement System (WRS), COBRA, FMLA, ADA, workers' compensation, unemployment compensation, and related programs.
- Compensation administration, classification studies, and salary analysis.
- Employee relations, workplace investigations, conflict resolution, and disciplinary procedures.

Skill in:

- Building positive working relationships with employees, supervisors, elected officials, and the public.
- Communicating effectively both orally and in writing.
- Interpreting and applying employment laws, regulations, policies, and labor agreements.
- Organizing, prioritizing, and managing multiple assignments simultaneously.

- Exercising sound judgment in sensitive and confidential situations.
- Utilizing computer software including Microsoft Office Suite, HRIS systems, payroll systems, and applicant tracking systems.

Ability to:

- Interpret and apply complex federal, state, and local employment laws.
- Maintain strict confidentiality while exercising sound independent judgment.
- Analyze complex personnel issues and recommend practical solutions.
- Effectively communicate difficult or sensitive information in a professional manner.
- Mediate workplace conflicts and facilitate positive employee relations.
- Prepare accurate reports, analyses, policies, and recommendations.
- Adapt to changing priorities and organizational needs.
- Represent the Village professionally and courteously in all interactions.

Employer

Village of Germantown

Address

N112W17001 Mequon Rd

Germantown, Wisconsin, 53022

Phone

(262) 250-4750

Website

<http://www.germantownwi.gov>