



City of Wauwatosa

Human Resources Generalist - Talent Acquisition

SALARY	See Position Description	LOCATION	City Hall, 7725 W North Avenue, Wauwatosa, WI
JOB TYPE	Full-Time	DEPARTMENT	Human Resources
DIVISION	Human Resources	OPENING DATE	07/21/2026
CLOSING DATE	8/3/2026 11:59 PM Central	FLSA	Exempt

Position Overview

The City of Wauwatosa Human Resources team is hiring!

The Talent Acquisition Specialist/HR Generalist plays a key role in the City's recruitment and retention efforts, managing the full recruitment lifecycle to attract, hire and retain top talent. This position requires expertise in candidate sourcing, interviewing, and aligning candidates with the organization's needs and culture. This position also performs a variety of HR Generalist functions including worker's compensation and FMLA administration.

The salary range for this position is \$74,859.20 - 95,659.20, with starting salary determined on qualifications and professional experience. The City of Wauwatosa provides an excellent benefits package, on-site employee health clinic, on-site fitness centers, meaningful work, and more! Employees will be automatically enrolled in the Wisconsin Retirement System (WRS), a pension plan to help provide for financial security during retirement, which consists of employer and employee required contributions.

The Talent Acquisition Specialist/HR Generalist will work primarily at Wauwatosa City Hall, but will be required to travel to different City work locations to conduct interviews and/or orientations. This position will also have the opportunity to work remotely on occasion and offers some flexibility in scheduling after successful onboarding.

Essential Functions

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.

- Works closely with hiring managers to understand their hiring needs and develops effective recruitment strategies.
- Creates and maintains job descriptions, job postings and recruitment plans.
- Acts as a partner in assessing candidates and recommending top talent. Provides guidance on interview techniques and recruitment best practices.

- Oversees the interview and selection process to hire candidates who are well qualified, skilled and fit the organization's service-first culture.
- Extends job offers and administers the onboarding experience, including leading new hire orientations, ensuring a smooth and positive candidate and new hire experience.
- Coordinates and ensures administration of leave programs (FMLA, Paid Parental Leave, Military Leave, and Workers Compensation).
- Collaborates with Workers Compensation vendor for claims administration.
- Provides support in implementing various HR processes and systems (onboarding, retention initiatives, etc).
- Provides support on other Human Resources functions and projects as necessary.

Minimum Requirements

Education and/or Experience Requirements:

- Bachelor's Degree in Human Resources or related field required.
- Three to five years of Human Resources experience in a medium to large size organization with strong recruitment experience.
- Strong organizational, communication, and interpersonal skills.
- Proficiency in Microsoft Word, Excel, and Outlook.

Licenses, Certifications, and Other Requirements:

- PHR/SPHR Certification or SHRM-CP/SHRM-SCP Certification preferred.
- Valid driver's license and must have reliable transportation to travel between City buildings.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Ability to build strong professional relationships with leadership, supervisors, employees, and candidates.
- Ability to prioritize multiple tasks with competing deadlines.
- Strong professional communication and interpersonal skills.
- High attention to detail.
- Proactive and service-oriented approach.
- Knowledge of NeoGov software (Insight, OHC, Onboard, Attract) desirable.
- Understanding of labor laws and compliance regarding worker's compensation and FMLA administration.

In evaluating candidates for this position, The City of Wauwatosa may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Additional Information

Physical Requirements

While performing the duties of this job, the employee is frequently required to sit, twist and reach. The employee is frequently required to use hands to finger, handle, or feel. The employee is also regularly required to talk and hear, in person, in meetings and by telephone. They will need to interact with city management, employees, other governmental officials, contractors, vendors, employees and the public; read and interpret data, information and documents; analyze and solve problems. The employee is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. The employee must be able to safely lift and carry up to 10 pounds occasionally.

Work Environment

The noise level in the work environment is usually quiet. An employee in this class generally works in a standard office environment with exposure to individuals who may be agitated, angry, or highly emotional.

The employee must have the ability to work at different City locations on occasion.

Benefits

City of Wauwatosa



Full-Time Employee Benefits

Comprehensive and competitive benefits package, including:

- ▶ Health insurance, including Health Reimbursement Account (HRA)
- ▶ Dental insurance
- ▶ Vision insurance
- ▶ Paid parental leave
- ▶ Pension - Wisconsin Retirement System
- ▶ Life insurance
- ▶ Flexible Spending Accounts, Health Care FSA & Dependent Care FSA
- ▶ Deferred compensation
- ▶ Retirement Health Savings Account

Total Rewards & Flexibility

- ▶ Pay for performance
- ▶ Paid time off
- ▶ Commitment to training & professional development
- ▶ Employee appreciation & recognition
- ▶ Robust employee intranet site
- ▶ Flexible work schedules Flextime and flexible work arrangements are available in many departments across the City to help employees increase their effectiveness at work and home. Employees should talk with their manager to find out which arrangements may be available to them.

Employee Wellness Program

- ▶ Onsite Workplace Clinic, all services received in the clinic are free
- ▶ Wellness, nutrition & fitness coaching
- ▶ Mental health resources
- ▶ Onsite fitness centers
- ▶ Group fitness classes
- ▶ Annual wellness screening
- ▶ Employee Assistance Program
- ▶ Ongoing wellness initiatives & programming



All specific plan details and eligibility are described in the legal documents governing the plans. If there are any discrepancies between this guide and the plans' legal documents, the legal documents will govern.



Employer

City of Wauwatosa

Address

7725 W North Avenue

Wauwatosa, Wisconsin, 53213

Phone

(414) 479-8992

Website

<http://www.wauwatosa.net>