

CITY OF DE PERE

335 South Broadway
De Pere, WI 54115
Fax No.: 920/339-4049
Web: <http://www.de-pere.org>

Employment Opportunity Human Resources Specialist

Application Deadline: 4:30 p.m., Friday, September 6, 2013 (CST)

This packet includes information about the position, instructions for applying, frequently asked questions, the job description, and the City's Employment Application.

The Position

This is a full-time position. The 2013 salary is \$40,187-\$46,797. There is no residency requirement. The normal work schedule is 8:00 a.m.-4:30 p.m., Monday-Friday. The City offers the following benefits: dental, medical, disability, life insurance, pension, deferred compensation plan, cafeteria plan, employee assistance program, vacation, holiday, sick leave, health reimbursement account, etc.

Instructions For Applying

Applicants are asked to complete our application, and submit it to our office with a resume. There are two options for sending your information to our office.

Via e-mail	lrenier@mail.de-pere.org	Please PDF your packet as one attachment to our e-mail; you do not need to follow-up with a paper copy; no other software/scanning program is permissible.
U.S. Mail In-Person	De Pere City Hall HR Office/Second Floor 335 S. Broadway Street De Pere, WI 54115	Postmark date is not acceptable. Please do not fold or staple your materials, and keep forms single sided. Office hours: 8:00 a.m. to 4:30 p.m., M-F (not including weekends/holidays).

Posted: August 23, 2013

Frequently Asked Questions	
Questions	Answers
Do you confirm receipt of applications?	No, due to the volume of applications received, we do not confirm receipt; if you send your information via e-mail, your internet provider should notify you if there was a delivery failure
If I submit an application, is it considered confidential?	Yes
Do you review applications as they are received?	No, applications will be reviewed after the posted deadline
Where is the City's HR department located?	De Pere City Hall, 335 S. Broadway Street, De Pere, WI
Should I call you to check my status?	No, we will keep you informed of your status throughout the selection process
What is your preferred method of contacting me?	By e-mail; please remove any spam/junk mail filters if applicable; be sure your complete contact information, and e-mail address is listed at the top of your resume; if you do not have e-mail, we will contact you by telephone or regular mail
What is the application deadline?	4:00 p.m., Friday, September 6, 2013 (CST)
When can I expect to hear from you?	Approximately 3 to 4 weeks after the deadline; there is no timeline for filling the position.

City of De Pere
 Human Resources Office – Second Floor
 335 South Broadway Street
 De Pere, WI 54115
 920/339-4045
 Office hours: 8:00 a.m. to 4:30 p.m., M-F (not including weekends/holidays)
lrenier@mail.de-pere.org

This information will be removed from our web site after the deadline, please read and retain this information; this information should not be included when submitting your application to our office.

Thank you for your interest in employment with the City of De Pere.

CITY OF DE PERE

JOB DESCRIPTION

I. IDENTIFICATION

Position Title: HUMAN RESOURCES SPECIALIST
Dept/Division: Human Resources
Reports To: Human Resources Director
Supervises: None
Job Summary: Under general supervision, performs work of moderate difficulty for the HR department performing a wide variety of confidential administrative functions.
FLSA Status: Non-exempt

II. ESSENTIAL FUNCTIONS

Coordinates recruitment processes; prepares and places advertisements, schedules interviews, types confidential interview questions, communicates with applicants. Runs confidential criminal/police background checks on candidates. Coordinates and conducts testing process and medical evaluations. .

Prepares offer letters and benefit packets; assists with completion of new employee paperwork and employee orientation and ensures receipt of paperwork; coordinates other various duties for new hires and terminations.

Adds and deletes employees and dependents to insurance plans and other various benefit plans; audits insurance membership information, monitors changes, reconciles insurance premium payments, notifies third party administrator when loss of coverage, answers general benefit questions, prepares and distributes benefit information; coordinates annual flex enrollment.

Gathers information for all lines of liability insurance and property insurance; prepares documents, inputs information into the state's electronic system.

Composes letters, memos, reports, and other general correspondence. Performs various types of project work, conducts research; performs salary surveys.

Performs receptionist duties for the office; orders supplies, maintains petty cash, routes mail. Coordinates detailed confidential filing system including personnel and medical filing. Updates and maintains department data bases for discipline, grievances, FMLA, training, etc. Updates City Policy Manual and maintains knowledgeable on policies.

Prepares Police and Fire Commission agendas, notices meetings, tracks committee actions.

Participates in the preparation of the annual department budget; monitors expenditures and ensures compliance with budget limitations; submits bills for payments.

Coordinates CDL drug testing process, employee driver's license checks, and tuition reimbursement program and employee relations events. Maintains HR website and internal HR site, telephone directory, employment law posters, table of organization.

Performs other duties as assigned.

III. KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of standard office procedures, citywide operations and legal terminology. Working knowledge of English, spelling, punctuation and grammar, letter procedures and forms. Knowledge of and ability to utilize a computer and the required software. Good skill in providing a full range of secretarial services including use of discretionary judgment in dispensing information. Good skill in organizing and maintaining a variety of office records and confidential files, determining formats for legal documents, reports and various documents and correspondence, composing letters or memoranda, preparing reports and establishing and maintaining files and records. Ability to work independently without specific instruction, handles confidential information with discretion, and deal effectively and tactfully with the public. Ability to follow oral and written instructions. Ability to communicate effectively both orally and in writing. Ability to utilize electronic transcription equipment. Ability to type at a minimum rate of 40 net words per minute. Ability to establish and maintain effective working relationships with staff and the public. Ability to work the required hours of the position.

May be required to demonstrate minimum competency by successfully passing approved tests.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIRED

1. Bachelor's Degree in Human Resources, Public/Business Administration or a related field or an Associate Degree and two to three years of HR related experience.
3. A combination of equivalent experience and/or education may be considered.

V. PHYSICAL REQUIREMENTS

Ability to perform the following activities:

Lifting up to 10-20 pounds.

Carrying up to 10-20 pounds.

Frequent sitting.

Ability to focus for long periods of time on projects.

Ability to reach, stoop and lift.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

CITY OF DE PERE Employment Application

Instructions: You may type or handwrite your answers. You may attach additional pages if necessary. You may attach a resume and relevant certifications, but they cannot be used in lieu of completing this application. Substituting any portion of this form with another agency's form is never acceptable. Please put your name on every page, and your resume if applicable; do not FOLD or STAPLE your materials.

<p style="text-align: center;">City of De Pere - City Hall Human Resources Office-Second Floor 335 South Broadway Street De Pere, WI 54115 Telephone Number: 920/339-4045 E-mail: deperehr@mail.de-pere.org Web Site: http://www.de-pere.org</p>	<p>The City of De Pere does not discriminate on the basis of any class identified in Section 111.31, Wis. Stats.</p> <p>Any applicant requiring reasonable accommodation to the application or interview process should notify Human Resources Department.</p>
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Please put your name on every page, and your resume if applicable; do not FOLD or STAPLE your materials.

What position are you applying for:

Name: _____

First	Middle Initial	Last
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Mailing Address: _____

Street	Apartment Number
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City _____	State _____	Zip _____
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Cell Number _____ E-mail address: _____

Telephone: Home _____ Work _____

Foreign Language (Spoken or Read with Proficiency):

____ French ____ German ____ Spanish ____ Hmong Other: _____

Do you possess a valid Wisconsin Driver's License? ____ Yes ____ No

Please complete the following information only if the position requires a CDL.

Do you possess a valid Wisconsin CDL license? ____ Yes ____ No

What CDL endorsements do you possess? _____

Employment History—Instructions: Starting with this year and going back a minimum of 10 years, list your employment history, including any periods of unemployment (i.e., attending school, internship, volunteer activities, apprenticeship, etc.). You may use additional sheets if necessary. All questions must be answered regardless if you attach a resume. If something does not apply please put "NA." Substituting any portion of this form with another form is never acceptable.

Current Position:	Starting Position:	
Employer/Company Name/Address:	Date Employed /Month/Year: From To	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
Current Salary/Hourly Rate:	Starting Salary/Hourly Rate:	
Immediate Supervisor and Telephone where they can be reached:	Name/Title of Next Higher Supervisor:	
Reason for leaving/considering change (do not state "Currently Employed"):	How many employees did you supervise (if any)?	
May we contact for reference? Y___ N___ Later ___	Were you involuntarily discharged? ___Yes ___No	
Primary Duties:		

Previous Position:	Starting Position:	
Employer/Company Name/Address:	Date Employed /Month/Year: From To	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
Current Salary/Hourly Rate:	Starting Salary/Hourly Rate:	
Immediate Supervisor and Telephone where they can be reached:	Name/Title of Next Higher Supervisor:	
Reason for leaving?	How many employees did you supervise (if any)?	
May we contact for reference? Y___ N___ Later ___	Were you involuntarily discharged? ___Yes ___No	
Primary Duties:		

Previous Position:		Starting Position:	
Employer/Company Name/Address:		Date Employed /Month/Year: From To	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
Current Salary/Hourly Rate:		Starting Salary/Hourly Rate:	
Immediate Supervisor and Telephone where they can be reached:		Name/Title of Next Higher Supervisor:	
Reason for leaving/considering change (do not state "Currently Employed"):		How many employees did you supervise (if any)?	
May we contact for reference? Y___ N___ Later ___		Were you involuntarily discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Duties:			

Have you ever been convicted of a crime including traffic tickets? YES ☐ NO ☐

If yes, list ALL convictions that you were charged as an ADULT, including traffic tickets and any charges pending in any court of law (federal, state, municipal court, military tribunal). Information provided in response to this question does not constitute an automatic bar to employment. The circumstances of each case will be evaluated in accordance with Section 111.32, Wis. Stats. Any information found to be false, incomplete, or misrepresented in any respect will be sufficient cause to cancel further consideration of your application, and may result in your discharge from employment, whenever it is discovered. Attach additional page(s) if necessary.

Date	Charge	Place	Court/Tribunal	Action Taken

Please list any periods of past unemployed status (attending school, internships, volunteer activities, etc.):	
Dates	Reason

Educational Background			
Type of School Name and Location	Major Field/Area of Study	Did you Graduate?	Degree Received Bachelor, Associate, Masters, etc.
High School Dates Attended:			
Technical School, College, University Dates Attended:			
Technical School, College, University Dates Attended:			
Certifications: Please list any certifications that you have that are directly related to the position you are applying for. If the certification is not current, please note that below.			

Additional Information Do you have any other education, training, technical capabilities, professional, trade, business or civic associations, offices held or any other information you would like us to consider that is not listed above? Exclude memberships that would reveal race, color, religion, gender, national origin, citizenship, age, mental or physical disability, veteran, reserve National Guard or any other similarly protected status you may have, which is not covered above. Please give details. Attach additional sheets if necessary.

Release Of Identity

As a local municipality, under the Wisconsin Public Records law, applicants for "local public office" may request in writing that they do not wish for their identity to be revealed. If requested, a municipality is required to reveal the identities of final candidates for that local public office. "Local public office" includes an elective office, city manager, an appointive office in which an individual serves for a specified term, or an appointive office where the appointee serves at the pleasure of the appointing authority. "Final candidate" means the five most qualified persons if there are more than five candidates; if there are five or fewer candidates, each is considered a final candidate. Sign the line below if you do not wish to have information in your application open to public inspection. If you do not sign on the line below, the City will disclose your identity as provided under Wisconsin Public Records law.

Signature: _____

Applicant Statement

I certify that all the information I have provided in order to apply for and secure work with the City of De Pere (City) is true, complete and correct.

I understand that any information provided by me that is later found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application and/or may result in my termination, whenever it is discovered.

I understand that consideration for employment with the City is contingent upon the results of reference and background checks. I authorize City personnel to investigate all information provided by me on my application for employment. I understand that this information will be used to evaluate my qualifications and suitability for City employment and to verify the correctness and completeness of the information provided by me.

I further understand that the reference and background checks necessitate contacting present and past employers and any listed references or other individuals, who can verify information. I authorize any party (including employers, organizations and/or other individuals with which I have been or am currently associated and all persons connected with them) to release any information they may have about me to the City, including all of my personnel records. I understand that the people contacted will be advised that what they say will be held in confidence.

To the extent permitted by law, I hereby release from any and all liability the City, its officers, officials and all City employees and agents for acts performed in connection with evaluating my application, background, credentials and qualifications.

I understand that the City does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

ACCEPTANCE ACKNOWLEDGMENT:

Date: _____ Signature: _____

Updated: April 2013

**PLEASE COMPLETE THE FOLLOWING INFORMATION
AND RETURN IT WITH YOUR APPLICATION**

This sheet must be kept separate from the application.

Any information provided is voluntary and will be kept confidential. Refusal to provide this information will not subject you to adverse treatment.

NAME:

(Last)

(First)

(Middle Initial)

ADDRESS:

(Street)

(Apt #)

(City)

(State)

(Zip)

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INFORMATION

Please complete the following by checking the appropriate boxes:

SEX:

☐

Female

☐

Male

AGE:

☐

Under 40

☐

40 and Over

ETHNIC ORIGIN: (Please check one)

☐

American Indian/Alaskan Native

☐

Black/African American (not of Hispanic origin)

☐

Native Hawaiian or other Pacific Islander

☐

Hispanic/Latino/Chicano/Puerto Rican/Mexican/Cuban/Central or South American

☐

Asian American/Far Eastern or Southeastern Asian (i.e., China, Japan, Korea, Philippine Islands, Samoa),
Hmong

☐

White/Caucasian/European/North African/Middle Eastern or Indian Subcontinent

☐

More than one race. (A person designating more than one of the racial groups above.)

VETERAN: Are you a veteran?

☐ Yes

☐ No

Where did you hear of this position? Please specify;

☐

City of De Pere Website

Other Website

☐

Newspaper

☐

Online search

☐

Referral

☐

Other