

The City of Lenexa is currently accepting applications for a detail oriented and organized **Human Resources Generalist** to join our team. The ideal candidate will:

- enjoy being a member of a fun and supportive team
- have a passion for public service
- excel at customer service
- want to build a knowledge base of all things HR

If you have experience in customer service and administrative support, apply today and use your talents to grow and succeed as a valued member of our team!

### **Position Summary**

Under the direction of the Human Resources Director, this entry-level position provides administrative support of day-to-day HR operations to other Human Resources staff and internal and external customers, including recruitment, hiring, employee on-boarding, employee recognition and rewards, training and development and budgeting and payment of HR expenditures.

### **Key Responsibilities**

- Assists other Human Resources staff with and performs records and data management duties (e.g., HR invoices, travel reimbursements, employee information in related spreadsheets, personnel files and retrieval of off-site files, HR department meeting agendas, tuition reimbursement and employee referral, etc.)
- Assists other Human Resources staff with and prepares HR documents and reports (e.g., employee policy manual updates, employee training enrollment and attendance records, new employee orientation booklets, seasonal and variable employee handbooks, new employee orientation documentation, new hire documentation, I-9 documentation, DOT random drug and alcohol testing documentation, annual drivers' license checks, etc.)
- Assists other Human Resources staff with and coordinates HR activities (e.g., new employee orientation sessions, monthly and annual employee recognition programs, semi-annual HR department retreats, weekly HR staff meetings, annual Employee Appreciation Luncheon, New Employee Luncheon and Tour, on and off-site Career Fairs, summer seasonal hiring, screening and testing, etc.)
- Assists other Human Resources staff with and conducts HR processes (e.g., quarterly DOT drug and alcohol testing, annual drivers' license checks, employee reward/prize distribution, employee record and information verification, public record requests, applicant screening, etc.)
- Communicates with other HR staff and internal and external customers regarding new hire statuses, applicant statuses, vendor payments, and HR and City events.
- Assists with special projects, events and research activities as requested or required.
- Notarizes documents.
- Travels to meetings, trainings and events.

### **Qualifications**

***Minimum:*** Associate's degree in HR management, business administration or a related field and two years of administrative office experience, or any combination of education and experience that provides the requisite knowledge, skills and abilities to perform the essential functions of the position.

**Desired:** Bachelor's degree in HR management, business administration or a related field.  
Experience in a full-service Human Resources Department.

### **Environment and Physical Factors**

This is physically sedentary work; however, duties may require mobility to visit various City locations. Other physical requirements include the ability to sit for periods of approximately two hours; visual acuity; ability to read alphanumeric data; hearing and speech ability to disseminate and receive information in an effective manner; and finger and hand dexterity to operate various types of office equipment.

### **Compensation and Benefits**

Hiring range is from \$22.33 to \$27.18 dependent on qualifications and directly related experience. The City of Lenexa offers a comprehensive benefits package including:

- Low-cost premiums for medical, dental, and vision insurance
- Free or low-cost on-site medical clinic
- 4% employer retirement contribution with optional 2% match
- 10 paid holidays per year
- Minimum 2 weeks of vacation during first year
- Paid sick leave and personal leave (bonus personal leave during first year)
- Six weeks of paid parental leave
- City-paid short-term and long-term disability plans
- Tuition reimbursement up to \$3,500 per year
- Free membership to the [Lenexa Rec Center](#)

Working for the City of Lenexa is more than a job. You will be trained, supported and valued. You'll make a difference in the community, work alongside talented people, have leadership support, and work in a stable and positive work environment. We value work-life balance and will provide you with the resources to succeed in your position.

City of Lenexa strives to be an inclusive place to work. Offers of employment are conditioned upon successful completion of a pre-employment physical, drug screen and background check. Candidates with prior criminal convictions are encouraged to submit applications for positions where they meet the minimum and/or desired qualifications and will not automatically be excluded from the recruitment process.

At the City of Lenexa, our employees are dedicated to the City's core values – integrity, service, teamwork, dedication, vision and caring. We all chip in and roll up our sleeves to deliver exceptional customer service. You'll have the opportunity to work on exciting projects that impact and support the community we serve.

**To apply** please complete an online application and include a resume AND cover letter or text HRGENERALIST to (913) 382-5761 to begin your application. Applications will be reviewed as they are received.

As an equal opportunity employer, the City of Lenexa strives to treat all employees fairly, with consistency and respect, while providing a positive, challenging and rewarding work environment. We value and encourage diversity in our workplace.