

The City of Lenexa is currently accepting applications for an **HR Specialist** with compensation knowledge and experience to join our team. The ideal candidate will:

- enjoy being a member of a fun and supportive team
- have a passion for public service
- love all things HR – especially compensation
- excel at customer service

If you have experience in all things compensation and excel in using an HRIS, apply today to use your talents to grow and succeed as a valued member of our team.

Position Summary

Under the direction of the Assistant HR Director, this position oversees and performs professional activities related to compensation plan maintenance, pay studies, salary surveys, and HRIS system administration. This position will solely perform duties in one or more of the functional areas (i.e., benefits, leaves of absence, or workers' compensation/safety) listed below.

Essential Functions, Duties, and Responsibilities

- Conducts compensation plan administration duties; implements annual pay changes; updates pay structures and job descriptions; responds to requests for salary surveys; prepares reports for and provides information to the City's compensation vendors; prepares and updates job descriptions; conducts job analyses; researches and prepares analytics related to compensation.
- Prepares and revises employee compensation communications (e.g., total compensation statements, web and intranet homepage communication materials, etc.)
- Performs employee lifecycle administrative duties (e.g., completes new hire HRIS data entry tasks, performance and promotional job and pay changes, processes employee separations, etc.).
- Assists Assistant HR Director as assigned with compensation, benefits, leave of absence administration, employee on boarding, employee wellness, safety, and workers' compensation duties.
- Provides back-up support for recruitment, employee relations, employee training and development, performance management, and policy administration activities.
- Assists with special projects, events and research activities as requested or required.
- Travels to meetings, trainings and events

Qualifications

Minimum: Bachelor's degree in human resources management or a related field, and three years of human resource generalist 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: Employee compensation administration and HRIS administration experience. SHRM/CP or PHR or SHRM/SCP or SPHR certification.

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 \$54,845 to \$67,048 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 give you the resources to succeed in your position.

City of Lenexa strives to be an inclusive place to work. Offers of employment are conditional upon successful completion of 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 HRSPECIALIST to (913) 382-5761 to start 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.