

New Job Posting

June 14, 2021

Human Resources Partner (Administration) —City of Gardner, KS

The Human Resources Partner performs generalist work in support of the Human Resources Manager for all Human Resources functions. This includes providing support for recruitment and employment, employee relations, compensation and classification, and special projects. Work is of a responsible and confidential nature requiring the exercise of independent judgment and action. Employee is responsible to and subject to the supervision of the Human Resources Manager. Employee does not have supervisory responsibility for subordinate personnel. The HR Partner is responsible for aligning municipal objectives with employees and management. The position formulates partnerships across the HR function to deliver value-added service to management and employees that reflects the objectives of the organization. This position may carry out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, policy implementation, recruitment/employment, onboarding, and employment law compliance. Consults with line management, providing HR guidance when appropriate. Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Works closely with Management and employees to improve work relationships, engagement and increase productivity and retention.

Education and Experience Requirements:

A Bachelor's degree is required in one of the following fields of study: Human Resources Management, Business or Public Administration, Psychology or closely related field, with at least three years of experience in human resources. Knowledge of KPERS/KP&F retirement systems and KRONOS Timekeeping System is preferred. Requires the possession of a valid driver's license and a good driving record. Hours: 8:00 AM – 5:00 PM.

Salary Hiring Range: \$24.48/hour - \$30.60/hour

APPLY ONLINE AT : <https://www.gardnerkansas.gov/government/departments-and-divisions-/human-resources/job-openings>

Application Deadline: Open Until Filled.

To advertise your position through our network, please send the job ad to [IPMA-HR Job Blast](#).