

**City of Monroe**  
**Job Posting**  
**Posted: 05-03-2022**  
**End date: Posted Until Filled**

**Position Title:** Human Resource Specialist

**Supervisory Responsibility:** None

**Salary:** Commensurate with experience and requirements

Under the direction of the human resources director, this position is responsible for coordination of employee relation and customer facing programs for the City of Monroe.

**Essential duties and responsibilities:**

- Full life cycle of employee activity to include:
- Recruiting-Interviews, offer letters, reference checks
- New Hire Orientation and Training
- Roundtables and Associate Relations
- Performance Appraisals
- Succession Planning
- Exit Interviews
- Newsletters and Social-Media
- Participate in college and high school recruiting and job fair presence
- Work with county workforce development
- Screening Interviews to identify top candidates for positions
- Support Health and Wellness Programs
- Coach managers on disciplinary process
- Keep policy manual and handbook up to date
- Ensure that required training and reporting is followed
- Assists with confidential Human Resources reporting

**Qualifications:**

- Requires high degree of trust and confidentiality
- Demonstrated interpersonal and empathy skills
- Strong organization skills and attention to detail
- Strong computer skills, including social media and desktop publishing
- Excellent communication skills
- Ability to develop and deliver presentations
- Travel more than 15 miles is required less than 10% of the time

**Required Education and Experience:**

- Bachelor Degree required
- SHRM or HRCI certification required or the ability to qualify
- Five years' experience in training, employee relations or payroll required
- Operational Management experience desired

The City of Monroe offers a comprehensive benefit package. **Direct Deposit is a requirement.** Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at [www.monroega.com](http://www.monroega.com) (under Government/Job Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655.

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The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.