

HUMAN RESOURCES DIRECTOR ANNOUNCEMENT AND COUNTY PROFILE



January 2026

HUMAN RESOURCES DIRECTOR – CHIPPEWA COUNTY

Chippewa County is seeking a dynamic and strategic **Human Resources Director** to lead countywide HR operations and serve as a trusted advisor to leadership. This role offers the opportunity to shape workforce strategy, oversee labor relations, benefits, compensation, self-insured health plan, policy development and support a diverse workforce dedicated to public service.

You'll manage a strong and dedicated HR team, ensure compliance with state and federal employment laws, and champion fair, effective, and forward-thinking HR practices. This role is ideal for an experienced HR professional who brings strong judgment, clear communication, and a passion for public service.

Required Education & Experience

- Bachelor's degree in human resources, organizational management or closely related field
- Five (5) or more years of recent human resources experience (preferably in the public sector)
- Two (2) or more years of previous supervisor experience

Preferred Qualifications

- Experience administering a self-funded health insurance plan
- SHRM-CP or HRCI-PHR certification

Visit <https://www.governmentjobs.com/careers/chippewa/classspecs> to view the full position description and other job requirements.

Starting Wage: \$51.06 - \$59.37 per hour depending on qualifications plus an excellent fringe benefit package.
Maximum Wage: \$71.24 per hour

Benefits: Working for Chippewa County comes with more than just a competitive salary. Our benefits package is designed to support your health, financial wellness, and work-life balance. Here's what we offer:

- **Health Insurance** through AmeriBen (Anthem BluePreferred Network) with a high-deductible plan (\$3,000 Single / \$6,000 Family) and **low monthly premium**.
- **Near-Site Clinic** access at ReForMedicine with NO-cost office visits, physicals, labs, and more
- **FREE Physical Therapy Services** at Doctors of Physical Therapy (DPT)—no copays required
- **Wisconsin Retirement System (WRS) Pension**
- Dental, Vision, Life Insurance, Disability, Accident, and Critical Illness coverage
- Flexible Spending and Dependent Care Accounts
- **Generous Paid Time Off** – accrue 7.09 hours every two weeks

Learn more about Chippewa County's full benefits package:

<https://www.chippewacountywi.gov/197/Employee-Benefits>

TO APPLY: Applications will only be accepted through the online application process at <https://www.governmentjobs.com/careers/chippewa/>. Applications must be submitted electronically by **Sunday, March 8, 2026 at 4:30 PM**. Application materials received after that date and time will not be considered. EOE.

Interviews will be conducted on Tuesday, March 24, 2026.

CHIPPEWA COUNTY CHILD SUPPORT DIRECTOR

I. POSITION DESCRIPTION

The job duties of the Human Resources Director include but are not limited to provide a sound human resources program for the County; to plan, develop, coordinate and administer the services and policies of the Human Resources Division as well as the management and administration of the countywide human resources functions; to serve as Division Head and provide direction and support to other county departments and agencies on all human resources matters in the County; to serve as staff advisor to the County Board, County Administrator, and county departments/agencies on all human resources matters in the County; and to provide responsive, courteous and efficient service to County residents and the general public.

This work is performed under the direction of the County Administrator.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Human Resources Director might be asked to perform. This job description is to incorporate any county ordinances created for the position of Human Resources Director. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Provide administrative oversight to the County in relation to human resource functions, responsible for recruitment, pay, policy, benefits, discipline, and grievance matters.
- Review, recommend, develop and administer all County human resource policies, procedures, and programs working in conjunction with the County Administrator and in compliance with County Ordinances, and applicable State and Federal law and administrative codes. Interpret and administer existing policies and procedures. Monitor changing legislation to determine need for new or modified policies and procedures.
- Coordinate and assist department heads and supervisors with employee problem resolution, performance or personnel issues and provide directives and counsel to supervisory staff on appropriate action and documentation.
- Conduct internal investigations for harassment, discrimination, or other violations of employment law and/or employee misconduct.
- Administer, manage, and direct in conjunction with the County Administrator and Corporation Counsel's Office the coordination of labor relations, negotiations, and contract analysis. Conduct research for labor negotiations, review proposals, and make recommendations for contract language development. Provide contract administration and interpretation. Coordinate grievance procedures with County Administrator and Executive Committee. Work with Corporation Counsel on grievance and arbitration preparation.
- Administer and manage recruitment policies and procedures and assure consistent application of those policies and procedures. Coordinate employee recruitment and retention with department heads.
- Lead development and administration of innovative benefit strategies, cost-containment initiatives and overall employee benefits. Analyze benefit utilization, health care trends and vendor performance to recommend plan design and/or vendor changes. Oversee employee communication and education related to benefits.
- Administer and manage an equitable employee classification and compensation plan. Develop and update job descriptions and maintain classifications. Evaluate requests for pay grade evaluations and new positions for proper classification. Coordinate regular market analysis and/or compensation studies with compensation consultants per Human Resources Policy requirements.
- Administer and coordinate the employee performance evaluation system.

- Review all Requests for Personnel Action (PAC) and make recommendations on said requests to County Administrator.
- Act as custodian for official employee records and coordinate the maintenance of the records.
- Develop, recommend and monitor Human Resources Division annual budget. Approve/deny division expenditures.
- Serve as the County's HIPAA Privacy Officer and the County's Civil Rights Compliance Officer.
- Maintain County's EEOP and Civil Rights Plan, Limited English Proficiency Plan, and EEO-4 reports.
- Oversee the evaluation and responses to leave and ADA requests from employees.
- Maintain knowledge of current human resources laws, rules, regulations, comparable arbitration rulings, union contracts, policies and procedures. Attend and participate in training/in-service sessions.
- Develop and maintain an HR training program for county supervisory personnel. Conduct needs assessment and develops training curriculum on various HR topics. Develop new approaches, policy, and procedures to effect continual improvements to the efficiency of the division and services performed.
- Develop division goals, objectives, and system working in conjunction with County Administrator.
- Responsible for administrative and management of all HR functions, operations, and activities. Provide counsel, direction, and support to all county departments on HR issues.
- Regularly attend Executive Committee and County Board meetings.

Supervisory Functions:

- Direct the work of and manage the staff of the Human Resources Division.
- Interview and select new employees. Provide training and instructions.
- Assign tasks, review work and prepare performance evaluations.
- Recommend employee transfers, promotions, disciplinary action, and discharge.

Customers:

- All County employees and managers the Human Resources Division serves
- Applicants or citizens that the Human Resources Division encounters

Team Members:

- Employee members of the HR Division
- Employee members of the Department of Administration (DOA)

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in human resources, organizational management or closely related field required.
- Five (5) years of recent human resources experience, preferably in the public sector, required.
- Two (2) years previous supervisory experience required.
- Experience administering a self-funded health insurance plan preferred.
- SHRM-CP or HRCI-PHR certification preferred.
- A cell phone required.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to recommend final decisions on hiring.
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employees.
- Ability to assign work, add or delete; plan work, establish priorities.
- Ability to approve paid time off.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.
- Knowledge and experience in both fully insured and self-funded health insurance plans.
- Knowledge of best principles, practices, and techniques of public personnel administration, human resource management, and labor relations, recruitment, and applicable state and federal laws.
- Knowledge of management and supervisory principles and practices, including program planning, budgeting, direction, coordination, and evaluation. Must be able to lead, motivate, manage and direct staff. Must be able to evaluate work and counsel.
- Ability to analyze complex administration information and issues, defining problems and evaluation alternatives, and recommending methods, procedures, and techniques to resolve issues. Must be able to apply judgment and discretion in resolving problems.
- Must have ability to manage multiple projects, prioritize multiple tasks and demands.
- Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, in order to determine consequences and to identify and select alternatives. Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution.
- Ability to utilize consulting and advisory data and information such as legal briefs, labor union contracts, economic analysis, organizational analysis, employee records, payroll records and documents, employee training materials, County ordinances, County personnel policies, Wisconsin Statutes, job applications, grievance forms, arbitration rulings, benefits manuals, budget summaries, employee evaluations, newspaper copy.
- Ability to communicate orally and in writing with County Administrator, County Board Supervisors, County department heads and supervisors, elected officials, employees, division staff, attorneys, labor union agents, arbitrators/mediators, consultants, job applicants, vendor representatives, State and Federal labor agency personnel and the general public.
- Must be able to establish and maintain effective working relationships with employees, applicants, government officials, co-workers, union officials, and the general public.
- Must be able to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain confidentiality
- Ability to work the allocated hours of the position, including evening meetings.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software, etc.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform complex mathematical calculations.
- Ability to prepare, recommend and monitor annual capital and operating budget.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works in an office setting.

II. CHIPPEWA COUNTY GOVERNMENT

Chippewa County, founded in 1845, is a mostly rural community with an estimated population of 67,801. Chippewa County government operates under an administrative form of government and the County Administrator reports to the County Board. The County is regarded as fiscally responsible, stable and well-managed. The 21- member elected Board of Supervisors is the governing body of Chippewa County for policy decisions. The annual County general operating budget for 2025 was \$124,512,398 and for 2026 is \$126,837,443.

RELATIONSHIP TO THE COUNTY ADMINISTRATOR

The County Administrator is appointed by the County Board to carry out the Board's policies. The duties and powers of the County Administrator are to coordinate and direct all administrative and management functions of county government as provided for in Chapter 59.18 of Wisconsin State Statutes. The County Administrator provides supervision to all appointed Department Heads. The Human Resources Director reports to the County Administrator.

HUMAN RESOURCES DIVISION

Human Resources is a division of the Department of Administration and supports and strengthens the organization by attracting, developing, and retaining a talented and engaged workforce. We provide guidance, resources, and services that promote a positive workplace culture, ensure compliance, and help employees and leaders succeed.

The Human Resources Division includes the Director, two full-time Human Resources Generalists and one part-time Human Resources Assistant (who also works approximately one day a week in the Facilities & Parks Division). The County employs 450 full-time employees when fully staffed and 60 to 75 part-time or seasonal employees depending on the time of the year.

HUMAN RESOURCES DIVISION MISSION AND VISION STATEMENTS:

To provide support and guidance to county employees and elected officials while cultivating a collaborative environment where every employee has the opportunity to feel valued, be engaged and be empowered to contribute to the County's mission and community's success.

The Human Resources Division aspires to continuously build a strong, effective and efficient Human Resources operations, systems and processes that:

- **Harness** the collective strengths and potential of every employee by working diligently to create a welcoming, productive, safe, healthy and fun culture.
- **Uphold**, develop, implement and administer fair, consistent and compliant labor contracts, policies and procedures.
- **Maximize** organizational effectiveness and engagement by assisting leadership in attracting, developing, motivating and retaining skilled, passionate and positive employees.
- **Advocate** for fair, consistent, equitable and innovative development, implementation and administration of compensation and benefits.
- **Nurture** a culture of growth, trust and collaboration that encourages the overall well-being and engagement of our employees.

III. MAJOR DEPARTMENT ACCOMPLISHMENTS AND INITIATIVES OVER THE LAST 5-10 YEARS:

- Administered moving the County from a fully insured health plan to self-funded health plan in 2022.
- Implemented several creative benefit options to assist the County and health plan members to reduce health care costs:
 - ReforMedicine - Near-site primary care clinic (ReforMedicine)
 - Amplify - Care navigation, high value network and incentives
 - Doctors of Physical Therapy – MSK partner / physical therapy clinic
 - Samaritan Fund
- Enhanced or added employee benefits and policies that promote recruitment and retention:
 - Dental and vision insurance
 - Supplemental insurance (accident and critical illness insurance)
 - Funeral leave policy
 - Referral and longevity bonus policy
 - Added another paid holiday
 - Telecommuting policy
 - Courthouse hours changed to close at 11:30 am on Fridays
- Completed a comprehensive compensation system analysis in 2013 and again in 2023. In addition, a market analysis was completed almost every two years for the last 10 years to verify grade placement for positions.
- The HR Division's document retention is virtually electronic. There are no paper personnel files. The County uses Laserfiche for both document retention as well as forms/process automation (open enrollment, performance reviews, request for access, etc.). There are several other opportunities to streamline processes using this software in the future.
- Administered or help implement multiple initiatives to improve recruitment, retention and engagement overall:
 - Staff Satisfaction Squad – workgroup to assist with recognition and team building as a County
 - HR Division Facebook page
 - Onboarding surveys
 - Benefit and wellness surveys
 - Stay Surveys
 - Exit Surveys
 - Q12 Employee engagement surveys

IV. CHIPPEWA COUNTY COMMUNITY INTRODUCTION

Chippewa County offers excitement and adventure all year round.

The County has rich historical roots, offering museums, historic markers, and tours that include a glimpse of the past. Chippewa County is home to nationally known Mason Shoe, Jacob Leinenkugel Brewing Company, and Chippewa Springs Water and internationally known computer technology companies Cray Inc. and SGI. The County is also home to several nationally acclaimed music festivals, Northern Wisconsin State Fair, and other festivals and celebrations throughout the year.

The County has abundant natural resources for those who love the outdoors, including bike and ski trails, snowmobile and ATV trails, picturesque parks, acres of pristine forest lands, and fish-laden lakes and streams, camping, golfing and opportunities to view birds and other wildlife.

Chippewa County has 3 campgrounds and 4-day parks located on Long Lake, Otter Lake, the Holcombe Flowage, and Round Lake. Three of the county parks provide a relaxing camping experience, combined with

opportunities for boating, fishing, swimming, hiking, picnicking, and other recreational activities. All of the county parks have boat launches, boat docks, swimming beaches and pavilions. Check them out at: <https://reservations.chippewacountywi.gov/parks/>

Chippewa County is served by a network of US and State Highways USH 53 and STH 27, 40, 124, and 178 run north and south through the County. STH 29 and 64 run east and west. Many other county and town roads connect with these highways to link the cities, villages, and recreational areas in the County. Chippewa County is located approximately 100 miles east of Minneapolis MN, 200 miles northwest of Madison WI. The Chippewa Valley Regional Airport, northern Wisconsin's largest airport, is located on the southern edge of Chippewa County. It provides scheduled passenger and freight service. Chippewa County is also served by three railroads -- the Union Pacific (UP), Progressive Rail (PR), and the Canadian National (CN). The CN runs east and west, serving the communities of Boyd, Stanley, Cadott, and Chippewa Falls. The PR Railroad runs north and south, serving the communities of New Auburn and Bloomer, and parts of the Chippewa Falls area. The UP serves Chippewa Falls-Eau Claire Urban Area.

The Chippewa County school districts are known to provide a wonderful student to faculty ratios. There are eight (8) public and private school districts in the County. Chippewa County is home to the Chippewa Valley Technical College Chippewa Falls campus, which offers various technical and associate degree programs.

Chippewa County has a wealth of quality health care available. Residents have access to hospitals, clinics and pharmacies that provide services to suit everyone's needs. A variety of medical providers, dental providers, and alternative medicine such as chiropractic care can be found in the area. Working in partnership with Mayo Clinic Health Systems provides a wide range of medical specialties, and offers surrounding communities facilities located in Bloomer, Chippewa Falls, and Eau Claire. Marshfield Clinic is a medical institution with a long history of serving the health care needs of patients and provides specialty care to regional locations including Bloomer, Chippewa Falls, Cornell, Eau Claire and Lake Hallie. Chippewa County has several facilities including Lady of Victory Medical Center and Bloomer Medical Center as well as Oakleaf Surgical Hospital, Marshfield Medical Center, and Mayo Clinic Health Systems Hospital (a Level II trauma center) in nearby Eau Claire.

