



ROCK COUNTY HUMAN RESOURCES DEPARTMENT

MAY 2024

THE HUMAN RESOURCES TEAM PARTNERS WITH MORE THAN 20 COUNTY DEPARTMENTS TO PROVIDE GUIDANCE AND SUPPORT TO ENSURE THAT EACH DEPARTMENT IS EQUIPPED WITH THE NECESSARY TOOLS TO COMPLETE THEIR ESTABLISHED GOALS AND MISSIONS. OUR STAFF ARE COMMITTED TO PROVIDING THE HIGHEST QUALITY CUSTOMER SERVICE TO EMPLOYEES, RETIREES, AND APPLICANTS.

ROCK COUNTY IS AN EEO/AA EMPLOYER. WE DO NOT DISCRIMINATE IN HIRING OR EMPLOYMENT BASED ON POLITICAL AFFILIATION OR BELIEFS, RACE, COLOR, NATIONAL ORIGIN OR ANCESTRY, SEX, AGE, RELIGION, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENDER EXPRESSION, GENETIC INFORMATION, PREGNANCY, CREED, ARREST/CONVICTION RECORD, MARITAL STATUS, MILITARY SERVICES, OR OUTSIDE USE OF LAWFUL PRODUCTS OR ANY OTHER CAUSE FOR DISCRIMINATION AS DEFINED BY LAW.

CORE FUNCTIONS

**RECRUITMENT AND RETENTION
COMPENSATION AND BENEFITS
EMPLOYEE AND LABOR RELATIONS
RECORD MANAGEMENT
PERFORMANCE MANAGEMENT**

RECRUITMENT AND RETENTION

- Administer the hiring process for all County departments.
- Uphold the principles of equality, fairness, and legal compliance in all employment practices and workplace environment.
- Develop, retain, and engage a skilled and diverse workforce.
- In collaboration with Departments, review and update position descriptions



- Rock County uses an on-line Applicant Tracking System, **NEO-GOV**, for our recruitment process. From the County website, applicants can directly link into www.governmentjobs.com and see a list of all current jobs.
- Job hotline to call and get a list of all current job openings: **608-741-5200**. The message is changed weekly and is in both English and Spanish.
- Rock County Human Resources features positions on social media (Twitter, Linked In, Instagram, and Facebook).

Menu > EMPLOYMENT OPPORTUNITIES Sign In

Committed to improving the well-being of our community

CANDIDATES: PLEASE READ BELOW BEFORE APPLYING
"RESUMES AND ALL ADDITIONAL DOCUMENTS ARE NOT ACCEPTED AT THIS TIME AT ROCK COUNTY. Please ensure that you are completing the application in its entirety." Incomplete applications will NOT be considered.
* Please click this link if you would like some instruction as to the application completion

SHOW MORE

Search Q 24 jobs found Sort Filter

Public Health Strategist **New**
Janesville, WI
Full Time - \$30.29 - \$33.60 Hourly
Category: Public Health / Miscellaneous
Department: Public Health - Administration

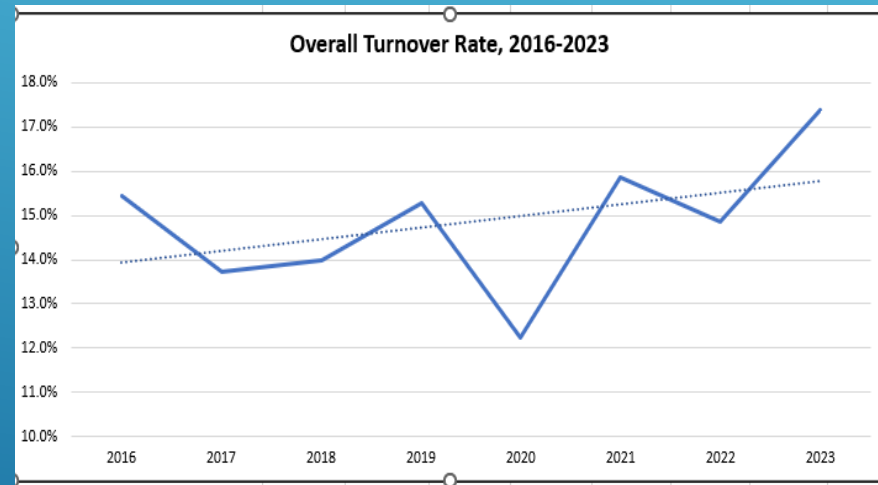
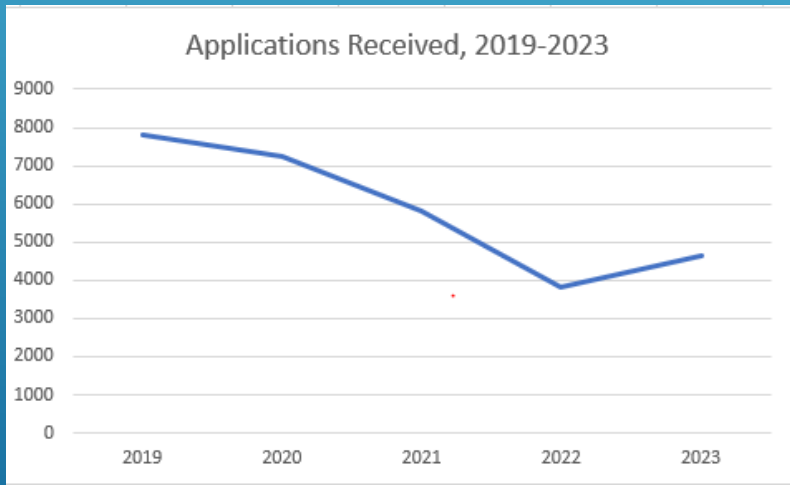
Public Health Strategists work in a team environment to continuously improve population health through convening multi-sector partnerships to develop plans to address the Social Determinants of Health and root causes of prioritized health issues impacting Rock County's population. Public Health Strategists maintain awareness of population h...

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Posted today | Closes in 2 weeks

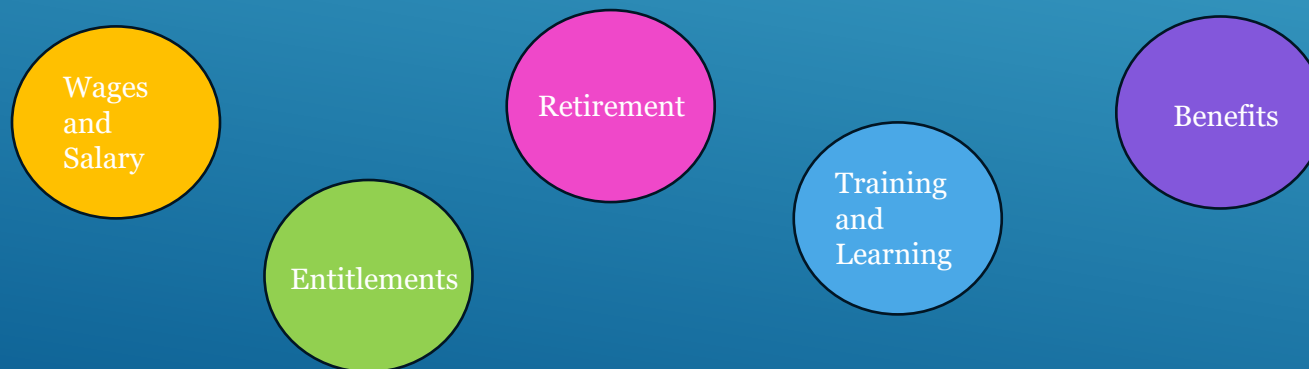
2023

- ▶ 383 requisitions
- ▶ 4,635 applications
- ▶ 271 staff attended new hire orientation
- ▶ Turn was at 17.4%



Compensation and Benefits

- Maintain and administer all salary compensation grids.
- Analyze new positions and determine appropriate pay grade and classification.
- Periodically review internal and external comparables as well as labor market conditions.
- Coordinate and maintain the County's insurance and benefits programs.
- Work in collaboration with the County's consultant and benefit providers to ensure fiscal responsibility while also providing a competitive benefits package for the employees.

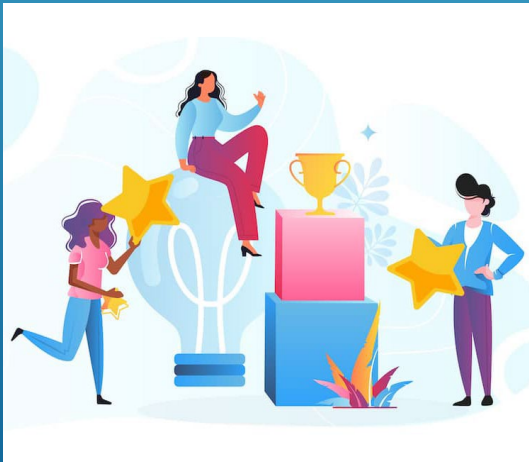


- Wages/Salary: new grid implemented effective October 1, 2024
- Entitlements: Vacation, Sick, Bereavement, Holiday
- Retirement: Wisconsin Retirement
- Training: Renewed focus on training in 2024-2025
- Benefits Offered: Health, Dental, Vision, Life, Voluntary Benefits, Employee Assistance.

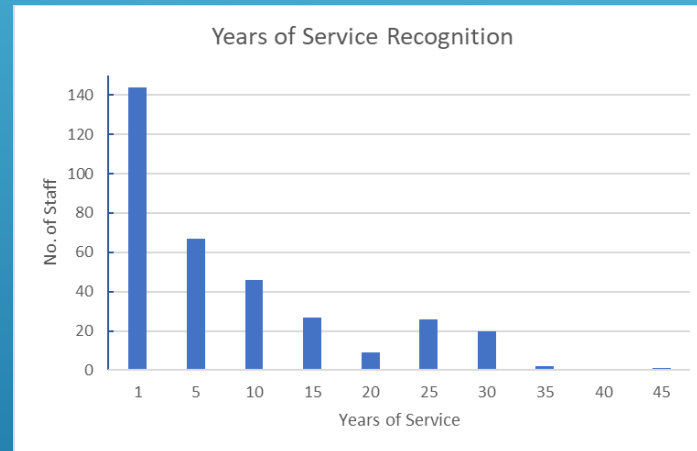


Employee and Labor Relations

- Build and maintain positive working relationships with employees.
- Negotiate and administer collectively bargained labor agreements.
- Participate in works groups, committees, and trainings focused on diversity and cultural competency efforts.
- In collaboration with the Employee Recognition Committee, establish programs that recognize employee milestones and service to Rock County.



- Currently have three collectively bargained labor agreements
- Launched a new 12-month communication campaign for new hires.
- In 2023, 342 staff were recognized for years of service milestones



We are excited to have you join our team here at Rock County!

Record Management

- Maintain centralized personnel file for each employee that contains employment, performance, and benefit related records.
- Maintain accurate records related to grievances, investigations, and disciplinary actions.
- Annual review and recommended updates to Personnel Ordinance and Administrative Policy and Procedures.

ROCK COUNTY
ADMINISTRATIVE
POLICY AND PROCEDURE

**ROCK COUNTY
PERSONNEL ORDINANCE**



Performance Management

- Provide effective countywide and specialized trainings for departments and employees.
- Provide bi-weekly new hire orientation to onboarding staff.
- Create and maintain a performance management program designed to maximize individual and organizational performance.
- Coordinate with Risk Manager to promote safety practices throughout the County buildings and work spaces.



**Meet the
Rock County
Human Resources
Department**

Meet your HR Team

Jill ~~Niedermeier~~
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I can assist with:
Recruitment
Position Descriptions
Employee Relations



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I can assist with:
Recruitment
County Budget
Position Descriptions
Employee Relations



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I can assist with:
Benefits
HEIP Program
Recruitment
Retirement



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I can assist with:
Employee Relations
Benefits
FMLA
Recruitment



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I can assist with:
New Hire
Orientation
Step Increases
Trainings
Employee
Recognition
ID Badges
Employee
Engagement

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Human Resources Partner I
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608-757-5509

I can assist with:
Recruitment
Position Descriptions
Employee Relations



Laura Jones
Administrative Professional
III
608-757-5520

I can assist with:
General HR Questions
Form Processing
ID Badges
Employee Engagement