

## Recruitment Schedule

Application Deadline  
April 21, 2023

This schedule is subject to change.

# Human Resources Administrator

LAGERS is looking for a Human Resources Administrator to join our team. The Human Resources Administrator will be responsible for managing the overall employment experience of the nearly 40 team members at LAGERS.

## About the Job

The Human Resources Administrator is responsible for managing all human resources processes, policies, and procedures, as well as providing strategic human resources advice and plan execution to the business.

## Essential Job Functions

- Oversee all HR processes including onboarding, offboarding, employee relations, benefits administration, and payroll.
- Develop and implement HR policies and procedures in line with goals and legal requirements.
- Serve as the main point of contact for employees on all HR-related inquiries and concerns.
- Oversee employee benefits administration and ensure compliance with relevant laws and regulations.
- Collaborate with department managers to understand their HR needs and provide HR support as needed.
- Manage employee relations and handle disciplinary processes.
- Create and analyze HR metrics to track HR performance and make recommendations for improvements.
- Stay up to date on HR laws, regulations, and best practices, and provide guidance to the organization on these issues.
- Manage HR projects and initiatives, including training and development programs.

## Salary and Benefits

The salary range for this position is \$67,500 - \$101,300.

We offer opportunities for advancement and an excellent benefits package that includes:

- Defined Benefit Retirement Plan providing lifetime monthly retirement benefits at no cost to you
- 457 Deferred Compensation Plan with employer matching
- Health, Vision, Dental, Life and Long-term Disability plans
- Eleven paid holidays per year
- Annual Leave – starting at 15 days per year
- Sick Leave – 15 days per year
- Tuition reimbursement
- Education and professional development opportunities
- A Cafeteria Plan
- A family-friendly, flexible work environment

## Our ideal Candidate

Our ideal candidate has a bachelor's degree in Human Resources, Business Administration, or a related field with at least 5 years of experience in human resources management. The ideal candidate also has a strong understanding of human resource laws, regulations, and best practices and proven experience in developing and implementing HR policies and procedures.

Our new human resources administrator should have:

- Excellent communication and interpersonal skills, with the ability to build relationships with employees at all levels.
- Strong problem-solving and analytical skills, with the ability to make data-driven decisions.
- The ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Proficiency in Microsoft Office, particularly Excel and Word.
- Skills in establishing and maintaining effective working relationships with LAGERS staff, members, service providers, board, and the public.
- PHR/SPHR certification is a plus.

## Our Mission

To provide and preserve retirement security for those dedicated to serving Missouri's local communities.

## Our Vision

A secure retirement for all.

## Our Core Values

Dedication, Respect, Teamwork,  
Integrity, Excellence,  
Communication, Accountability

## Reasons to Work for LAGERS

- LAGERS is the best funded public pension plan in the State of Missouri. We serve more than 70,000 members, retirees, and beneficiaries and have over \$10 billion in invested assets. We work closely with more than 800 participating political subdivisions to provide retirement security to those serving Missouri's local communities.
- We have just under 40 employees working from two locations that are near each other and are conveniently located in Jefferson City near the State Capitol.
- We value continuing education and encourage team members to take advantage of our professional development policy by pursuing advanced degrees and professional certifications.
- Along with competitive salaries and benefits, LAGERS also provides many perks to its team members such as: on-site exercise facility, paid parental leave, convenient parking, social events, and wellness activities.