

****EXTERNAL JOB BID ****

POSITION: Human Resources Specialist
DEPARTMENT: Human Resources
Date of Posting: 1/28/2026

GENERAL STATEMENT OF DUTIES:

The Human Resource Specialist position reports to the Human Resource Director. This position is primarily charged with the coordination and administration of Workers' Compensation cases for the city of Elyria with the city's MCO and TPA. Additionally, this position coordinates and ensures accurate tracking of all city FMLA cases in conjunction with the city's FMLA vendor. Leads Benefits administration using the city's employee platform PlanSource and assists employees with benefits questions. **MUST BE DETAIL ORIENTED, ORGANIZED AND ABLE TO AUDIT SYSTEMS AND REPORTS.**

QUALIFICATIONS:

Bachelor's degree in human resources, business or related field, with 3-5 years' experience including Workers Compensation and FMLA management or an Associate's degree with 5-7 years of demonstrated human resources generalist experience including Workers Compensation and FMLA management.

LICENSURE OR CERTIFICATION REQUIREMENTS:

IPMA-HR, HRCI or SHRM preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principals, concepts and practices of human resources and risk management including compensation/benefits, labor relations, employee performance, performance evaluation, training, worker's compensation and policy and procedure development;
- Knowledge of the laws and regulations governing the functions and operations of the department.
- Microsoft Office applications proficiency
- Maintain highly confidential and sensitive information;
- Establish effective work priorities through strong organizational skills;
- Work independently in the absence of specific instruction;
- Prepare accurate documentation and reports;
- Utilize Excel, PowerPoint and Word;
- Communicate effectively;
- Develop and maintain effective working relationships with managers and staff.

ESSENTIAL DUTIES:

Processes workers' compensation claims and paperwork; coordinates all claims with BWC representatives, TPA and MCO; completes all paperwork and tracks all employees on transitional work and leave in coordination with the Human Resource Director and Safety Service Director. Effectively and efficiently responds to and interacts with employees who become injured workers.

Completes orientation with all new employees including enrolling new employees in healthcare; acts as a liaison between TPA and employees regarding healthcare benefits; may participate in the healthcare committee; participates in wellness initiatives; manages current healthcare enrollment and any changes for employees, including COBRA.

Maintain electronic personnel files, run reports, create correspondence, process applications and other paperwork, act as liaison between the HR department and department heads as necessary.

Conduct training on HR functions to managers/employees.

Establish proactive and effective working relationships with city managers/supervisors and employees that foster trust, confidence and mutual respect; make sound recommendations in a timely manner based on established policies, evaluating the facts and suitable courses of action; listen actively and communicate in an open and honest manner; diffuse emotionally charged situations to get others to focus on the real issues.

Maintain a thorough understanding of and adhere to the current labor agreements when dealing with bargaining unit employees; support positive and cooperative labor-management relations; attends labor management meetings as necessary.

Demonstrates regular and predictable attendance.

Performs other related duties as required, such as recruitment and interviewing.

Acknowledges and respect the diversity of others.

SCHEDULE OF HOURS:

Normal work hours are 8:00am – 4:30pm; Some overtime will be necessary

RATE OF PAY:

Grade 8 \$62,192.00 to \$87,110.40

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORK CONDITIONS:

Position typically requires: reaching, standing, walking, use of fingers, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

TO APPLY:

Complete and return a City of Elyria Employment Application Form available on the city website <http://www.cityofelyria.org> OR email your resume and a cover letter explaining your interest in this position, why you think you are a good match, and how you think you can contribute to the City of Elyria as a Human Resources Specialist to jyousefi@cityofelyria.org. Deadline for application is Thursday, February 12, 2026 at 4:00pm.

Mail or deliver the application to:

Human Resources
Elyria City Hall, Suite 104
131 Court Street
Elyria, Ohio 44035

Approved by:



Chris Pyanowski, Safety Service Director

As an equal opportunity employer, the City of Elyria does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, sexual orientation, gender identification, age, military status, veteran's status, genetic information, disability, ancestry, familial status, or on any other basis that would be in violation of any applicable federal, state, or local law.