

Rottinghaus Company, Inc DBA Subway  
**Human Resources/Compliance Manager**

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**SUMMARY:**

The Human Resources/Compliance Manager is a full-time position located in La Crosse, WI. The position carries out responsibilities in the following functional areas: benefits administration, employee relations, onboarding and offboarding, payroll, policy implementation, workers' compensation and safety and employment law compliance and record keeping. The Human Resources/Compliance Manager must possess excellent customer service skills. It is an essential function of this position to be able to communicate effectively with employees, have attention to detail and have a strong understanding of employment law.

**DETAILED WORK ACTIVITY:**

- Establish trust and maintain effective communication and coordination with team members and management.
- Handle or guide resolution on a variety of employee relations matters.
- Comply with federal, state, and local legal requirements
- Assists in ensuring compliance with federal, state and local legal requirements for existing and new or anticipated legislation, enforcing adherence to requirements; advising management of needed actions.
- Responsible for practicing, supporting and promoting RCI's policies and procedures.
- Maintain personnel files
- Consult with Managers regarding employee reprimands and other issues surrounding employees.
- Prepares employee separation notices and related documentation.
- Dispute unemployment claims and file timely appeals to determinations.
- Track unemployment paid, denials and appeals.
- Assist with administering employee benefits packages including but not limited to medical and dental insurance, 401k plan, life insurance, and disability as well as COBRA and FMLA administrations.
- Process employee benefit enrollments, changes, and terminations.
- Troubleshoots employee concerns and questions as it relates to benefit administration.
- Administers workers compensation claims and track accident trends.
- Complete census verification forms for 401k third party administrator.
- Provide information to management to verify census, audit, testing and all other reports required for 401k plan.
- Assist in managing FMLA requests.
- Track and monitor FMLA absences as well as other leaves of absence.
- Send employee leave paperwork as requested.
- Maintain Worker's Compensation records and process billing for injured workers.
- Monitor employee Worker's Compensation Claims.
- Track injuries for trends.
- Work with management on getting injured employees back to work.
- Assist in the employee safety program.
- Complete weekly Manger, Assistant Manager, Training Specialist tasks for promotions & pay.
- Assist with weekly payroll processing.
- Works with support center and operations to plan various events throughout the year.

**JOB PREREQUISITES**

- Degree in Human Resources or related field.
- Minimum four (4) years of Human Resources generalist experience.
- Possess strong organizational and interpersonal skills.
- Strong verbal and written communication skills.
- Knowledge of applicable state and federal regulations and laws.
- Advanced Microsoft Word and Excel skills.
- Strong personal leadership skills.

Rottinghaus Company, INC DBA Subway is an equal opportunity employer.

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