

# City of Isle of Palms, SC

## Human Resources Manager

### Job Opening



**Mission Statement:** To be the most sustainable, family-friendly beach community in South Carolina.

**Vision Statement:** To be a welcoming, environmentally conscious, and resilient coastal community committed to enhancing the quality of life for those who come here to live, work and play.

#### **The Isle of Palms**

The City of Isle of Palms is a seven-mile-long barrier island located eight miles east of Charleston on the South Carolina coast. In 1953 the island was incorporated as the City of Isle of Palms by an Act of the South Carolina Legislature. The City has a Council form of government with a mayor, and eight City Council members, each elected to four-year terms. All policy and legislative decisions are the responsibility of the Council. The City employs a City Administrator to manage its daily affairs and carry out the policies of the Council.

The city currently employs 103 regular full-time employees, plus part-time and seasonal employees. The city has 6 departments: General Government (Municipal Court, Finance & Human Resources), Recreation, Public Works, Building, Planning & Zoning, Police and Fire

#### **Job Summary**

The purpose of this position is to plan, organize and execute the City's human resource system and payroll processes. This position reports to the City Administrator.

#### **Essential Functions of the Job**

- Coordinates all human resource activities of all departments.
- Ensures legal compliance regarding actions taken by the City related to employment.
- Assists employees in accessing the benefits available to them and their covered dependents including health insurance, long-term disability, retirement, employee counseling and grievance procedures.
- Prepares new hire packets; works individually with new employees to ensure all employment and benefit paperwork is completed and submitted accurately; follows-up

until all paperwork is submitted by employee; and sets up employee in the payroll system.

- Prepares termination papers upon employee resignation or retirement and notifies appropriate agencies of such.
- Coordinates the annual employee evaluation process; and collects completed and approved employee evaluations and recommended merit increases.
- Calculates merit increases, changes in hourly rates and any retro pay adjustments.
- Prepares wage change notifications for all employees and ensure they are properly approved and filed.
- Responsibilities for workers compensation documentation and reporting.
- Regularly analyzes existing wage and benefit policies among similar organizations to establish comparable programs.
- Ensures City's employee handbook is updated regularly.
- Processes bi-weekly payroll, including coordinating with departments and employees to receive accurate time and attendance data.
- Transmits direct deposit file to the bank.
- Prepares and submits all payroll taxes and quarterly State and Federal payroll tax reconciliations.
- Coordinates proper disposition and reporting of other monies collected via employee payroll deduction.
- Calculates retro pay as needed.
- Updates payroll system as needed for individual and global changes in employee deductions such as health insurance premiums, retirement contributions and garnishments.
- Prepares and distributes annual W-2s to employees, State and IRS.
- Ensures the City is compliant with all Affordable Care Act (ACA) requirements and prepares and distributes annual 1095-C and 1094-C forms to employees and the IRS.
- Assists the Finance Dept in preparing monthly reconciliations of payroll information to SC Public Employee Benefit Authority (PEBA) retirement and health insurance payments.
- Assists the Finance Dept in preparing schedules for the annual financial statement and workers' compensation audits.
- Maintains all payroll and personnel files in a confidential manner.
- Problem solves regarding any issues that develop during the payroll process.
- Performs other related duties as assigned.

### **Required Education, Experience and Certifications**

- Bachelor's Degree from accredited college or university;
- Five (5) years of experience in accounting and human resources;
- Or equivalent education and/or experience.

### **How to Apply**

Qualified candidates should visit the City's website at [Online Application for Employment \(cognitofirms.com\)](https://www.cognitofirms.com) and submit an online application, resume, and cover letter by **March 10, 2026 for first review**. Application **Deadline is March 13, 2026**.

### **Compensation & Benefits**

The salary range for this position is \$65,836-\$75,900 .

Salary placement is dependent upon experience, qualifications and in adherence with

pay equity. The City of Isle of Palms provides an excellent benefits package including:

**Insurance** – The City pays 100% of group health insurance, including major medical, vision and dental coverage for full-time. The City pays between 50% - 62% of dependent health coverage depending on whether the coverage is for a spouse (54%) children (50%) or full family (62%).

**Retirement** – Employees contribute 9% of your base salary towards your state retirement plan. The city will contribute 18.56%.

**Wellness & Professional Development** – The City partners with First Sun for the Employee Assistance Program to provide numerous resources to employees and their families to deal with life issues and enhance their emotional, financial, professional, and intellectual wellbeing. The City has two fully equipped fitness centers available 24 hours a day. Employees also have access to the Recreation Center's Cardio Room and fitness classes at no cost. The City's Tuition Reimbursement Program provides full-time, eligible employees with tuition reimbursement for successful completion of college credit hours earned.

#### **Leave Time**

This position accruals 3 weeks' vacation, with 1.5 weeks available after your 6-month probation. You will accrual 1 sick day per month.

**EOE**