



Human Resources Specialist [Human Resources Department](#)

Posting Date
January 12, 2018
Closing Date
February 2, 2018

Starting at \$48,500 - \$60,000/year
Salary negotiable (within range) – based on qualifications

*“We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.
We strive to lead by example within the region.
We do this because we want everyone to choose Troy as their community for life.
We believe in doing government the best”*

The Human Resources Department develops, implements and maintains programs and processes that add value to the City of Troy and to our workplace, leading to improved employee welfare, empowerment, growth and retention, thereby solidifying the City of Troy’s position as an employer of choice. Human Resources recruits and hires employees; administers benefits, safety and wellness programs; oversees performance management, compensation plans, labor negotiations and personnel-related compliance activities.

DUTIES

- Plans, coordinates and implements human resources processes to successfully recruit and retain City of Troy employees. Drafts job postings and job descriptions, markets the City as an employer of choice, coordinates and conducts interviews, corresponds with applicants, and maintains detailed records.
- Conducts new employee orientations and facilitates the collection of all required paperwork.
- Administers the City’s health insurance benefits program including enrollment, required notifications, and Patient Protection and Affordable Care Act (PPACA) reporting. Provides customer service to employees; explains benefits and answers questions.
- Assists with labor negotiation and contract interpretation. Collects relevant data, conducts data analysis and creates reports and documents to summarize results.
- Works under general supervision and is required to exercise initiative and independent judgment, apply specialized knowledge and experience, and interpret and explain rules, regulations and procedures to employees, the public and others. Regularly works with confidential information; maintains highest confidentiality standards.
- Performs other duties as assigned.

REQUIREMENTS

- Bachelor Degree in Human Resources or a related field from an accredited college or university. **Applicants must submit proof of degree/educational attainment with application and official transcript at time of interview.**
- Two years of recent responsible work experience in human resources including recruitment and selection and/or benefits administration.
- May consider applicants with an equivalent combination of training and experience.
- Proficient in Microsoft Office, specifically Outlook, Word and Excel.
- Must possess a valid Michigan driver license with a good driving record (based on City of Troy standards). Out of state applicants must provide current driving record at time of application and obtain State of Michigan license within one month of appointment.
- As a condition of employment, the successful candidate must pass a pre-employment physical.

PREFERENCES

- Recent human resources experience for a municipality, other public employer or non-profit entity.
- Human resources experience in a union environment, including experience with public safety/police unions. Experience working within Act 78 Civil Service requirements is also preferred.
- Recent experience with human resources information systems, specifically New World Systems logos.net.
- Experience using third-party benefit enrollment systems including Blue Cross Blue Shield eMVP and Unum.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. If attaching a resume all information requested on the application form must also be completed (*i.e. writing “see resume” is not sufficient*).