



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

HUMAN RESOURCES SPECIALIST
Human Resources
Annual Salary: K-08 (A) \$48,214.40
Monday – Friday 8:00 a.m. – 5:00 p.m.

Posting: #021-18
Date Posted: 04/08/18
Deadline: Until filled

Responsibilities and Qualifications:

Human Resources Specialists are expected to rotate between the jobs descriptions below:

BENEFITS: Administer County's benefits system. Ascertain and inform employees of eligibility for leave provided under the Family Medical Leave Act (FMLA); record and track FMLA leave used. Assist with interpretation of the FMLA guidelines. Administer systems and activities of federal and state human resources related programs, including Americans with Disabilities Act (ADA).

POSITION DESCRIPTIONS: Maintain the County's position description system, including the drafting of all new position descriptions and changes to existing position descriptions. Serves as first line consultant to County management staff for all position related processes.

SAFETY: Develop and coordinate the safety program for Kalamazoo County Government. Develop and maintain a program to investigate safety related workplace accidents and incidents. Administer the County's workers' compensation and assist with the coordination of safety programs.

EMPLOYEE OUTREACH: Develop and coordinate HR sponsored training events for 900+ employees. Create and disseminate the County Newsletters (County Connection and SuperVISION Bulletin) and maintenance of the HR website (internal and external).

RECRUITMENT & HIRING: Develop and maintain the County's recruitment process including building relationships with organizations and groups so that a diverse applicant base is reached for all postings. Evaluates hiring documents to ensure compliance with existing position descriptions. Ensures advertising is appropriate and complete.

PAYROLL & COMPENSATION: Oversee and coordinate the production of all biweekly, twice monthly, retirement and special payrolls. Process, maintain and update records of various transactions such as deductions, withholding and action forms in addition to auditing, reviewing and correcting payroll information as necessary. Track and administer lump sum distributions to eligible retirees.

Assist HR Director with special projects.

HUMAN RESOURCES DEPARTMENT

201 West Kalamazoo Avenue | 4th Floor | Kalamazoo, MI 49007

Phone: 269.383.8998 | www.kalcounty.com/hrd

Bachelor's degree in human resources or military equivalent, and/or 3-5 years' experience working in Human Resources and/or as a supervisor in a municipal government. Demonstrated ability to make independent judgments and work autonomously. Strong written and verbal communication skills. Proficiency with Microsoft Office applications is required.

VETERANS: Please provide your joint services transcript with your application.

Apply online: <https://www.kalcounty.com/hrd/hrdsubmit.php?Posting=1211>

**Or send resume to: Meri Tolbert – Human Resources Specialist
201 W. Kalamazoo Avenue, 4th Floor
Kalamazoo, MI 49007**

