

CHARTER TOWNSHIP OF WHITE LAKE
JOB DESCRIPTION

Human Resources Generalist

Department: Supervisor

Non-Exempt

Approved:

Position Summary:

GENERAL STATEMENT OF DUTIES: This position is responsible for performing a variety of confidential administrative functions for the department. This position plans and implements human resources functions for the township including strategic planning, employment and compensation, benefit administration, policy development and grievance resolution. Position requires frequent contact with employees, department heads, officials and union representatives and requires a thorough working knowledge of benefit plans, collective bargaining agreements, policies and administrative procedures.

SUPERVISION RECEIVED: Work is performed under the general direction of the Township Supervisor.

ESSENTIAL JOB FUNCTIONS: An employee in this position is responsible for assisting in the operational functions of a professional personnel process. This is accomplished by maintaining the privacy and confidentiality of the department while working with highly sensitive personnel matters.

Policy Development:

- Interpreting, reviewing and advising management regarding the enforcement of regulations, policies, procedures, and collective bargaining agreements as well as assisting in the collective bargaining negotiation process.
- Providing effective communication to employees of the Township on personnel matters including employment needs, employee concerns and general personnel practices.

Management of Hiring Process:

Managing the Township's employment and hiring process including coordinating the employee recruitment and selection process including the pre-employment process for potential candidates, preparing new hire records and onboarding new employees.

- Maintaining official personnel records of employees and retirees including employment records, benefit enrollment records and maintenance and termination of benefits for Township employees in accordance with policy.

Benefit Administrator:

- Serving as benefit administrator for all insurance plans and addressing benefit and enrollment process and issues including communication to employees, implementation of new benefit programs and recommendations to the Township Board regarding plans.

- Prepares government required reports for insurance plans including Medicare and Employee Shared Responsibility reporting and Creditable Coverage Notifications.
- Communicates regularly with the accounting department to ensure accuracy of monthly health care statements and financial reports relevant to premiums, and third-party payments for health insurance.
- Researches and secures bids for insurance brokers and plans to control health care costs for the Township.
- Works with MERS to provide financial education and resources for retirement planning.
- Assist employees with life events and the effect on various benefits.
- Represents Township as liaison to workers compensation and process workers compensation claims for township employees.

Compliance with Federal Regulations:

- Manage Family Medical Leave Act requests, compliance with state and federal regulations for HIPAA, COBRA, Medicare Part D, and PCORI requirements.
- Complete 1095C Reports.
- Complete OSHA compliance Reports.
- Responds to unemployment claim notifications and prepares necessary paperwork.

Staff Development:

- Prepare and update job descriptions and classifications in accordance with DOL standards.
- Develop compensation plans and pay grades recommendations, conduct salary surveys and assessments.
- Partner with department heads to develop and oversee progressive discipline, performance improvement plans and employee reviews.
- Recommend and initiate training and development for employees as needed or in compliance with state and federal regulations.

Conflict Resolution and Grievances:

- Addressing employee issues and concerns to aid in the retention of employees by assisting with employee grievances, complaints and conflict resolution.
- Facilitate communication and assist management in responding to issues from collective bargaining groups.
- Assist Township Labor Attorney with collective bargaining negotiations.
- Oversee employee disciplinary meetings, and investigations.

Implement and Maintain Information Systems:

- Implement and review new processes and information systems to improve efficiencies in payroll and HRIS.
- Implement and maintain employee portal on the township website.
- Maintain On Boarding platform in Paylocity.
- Preparing any other requested correspondence and reports.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Hand-eye coordination necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to concentrate on fine detail with some interruption. Able to remember task/assignment given to self and others over long periods of time. The noise level in the work environment is usually moderately quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principles and practices of human resources; ability to work independently and confidentially with minimal direction; ability to maintain confidentiality when handling sensitive and protected information; organizational skills to ensure proper work and planning; ability to express ideas effectively in written and oral form; ability to establish and maintain effective working relationships with associates and the public; ability to work in harmony with others. Establishing and maintaining effective working relationships with Township staff, outside agencies, and the public.

EDUCATION AND EXPERIENCE: Bachelor's degree in business management, Human Resource Management or related field and minimum of five years of progressive experience in Human Resources t. This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Human Resources Generalist

Recommended Wage Scale:

Start:	\$69,500
1 yr.	\$71,585
2 yr.	\$73,732
3 yr.	\$76,684
4 yr.	\$80,013

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JOB DESCRIPTION

Human Resources **Generalist**

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Department: Supervisor

Non-Exempt

Approved: September 15, 2020

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ESSENTIAL JOB FUNCTIONS: An employee in this position is responsible for assisting in the ~~supervision and operation~~ operational functions of a professional personnel process. This is accomplished by maintaining the privacy and confidentiality of the department while working with highly sensitive personnel matters.

Policy Development:

- Interpreting, reviewing and ~~effecting~~ advising management regarding the enforcement of regulations, policies, procedures, and collective bargaining agreements as well as ~~participating~~ assisting in the collective bargaining negotiation process.
- Providing effective communication to employees of the Township on personnel matters including employment needs, employee concerns and general personnel practices.

Management of Hiring Process:

- ~~Managing the Township's employment and hiring process, including recruiting,~~
~~interviewing and selecting new employees:~~
 - ~~Managing the Township's employment and hiring process including~~ Coordinating the employee recruitment and selection process including the pre-employment process for potential candidates, preparing new hire records and onboarding new employees.
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Conflict Resolution and Grievances:

- Addressing employee issues and concerns to aid in the retention of employees by assisting with employee grievances, complaints and conflict resolution.
- Facilitate communication and [assist management in responding](#) to issues from collective bargaining groups.
- [Participate-Assist Township Labor Attorney with in](#) collective bargaining negotiations [with Township labor attorney.](#)
- Oversee employee disciplinary meetings, [terminations](#) and investigations.

Implement and Maintain Information Systems:

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