

# Human Resources Specialist II



## Position Description

**Status**

Full-Time, Nonexempt

**Reports to**

Human Resources Manager

**Compensation**

B23

**Supervises**

N/A

**Bargaining Unit**

N/A

**Position Category**

Specialist

**Summary**

This position, performs all duties for the employment and recruiting process, files records and handles reporting and compliance functions. Personnel changes are also processed by this position in the HRIS system.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Administers the employment and recruiting process, which includes but is not limited to developing and placing job postings for websites and newspapers, facilitating the training and use of the applicant tracking system with all hiring managers, processing background and reference checks & pre-employment physicals and drug screens.
2. Organizes and conducts new employee orientation; ensures onboarding procedures are followed by all parties including supervisors.
3. Proposes wage/salary recommendations for new hires and employees that are promoted ensuring equity is considered across the organization. Researches and compiles all data and creates reports related to compensation.
4. Processes all new hire paperwork, promotions and transfers and enters all relevant changes into the HRIS.
5. Maintains compliance with federal and state regulations concerning employment.
6. Assists with maintaining the Human Resources Information System (HRIS), compiles reports & answers surveys, wage and employment verifications.
7. Processes accounts payable for Human Resources department, including expense reports, tuition reimbursement and benefits payments to vendors.
8. Compiles information as requested including compilation of statistical and historical data. Creates spreadsheets for presentation and analysis of data.

9. Performs other administrative functions & projects as assigned. Acts as backup for other Human Resources staff, as needed.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## **Travel**

Travel is required to access County buildings and other locations to perform necessary job duties.

## **Required Education and Experience**

1. Bachelor's Degree in Human Resources, Business Administration, or related field. A combination of education and experience may be considered in lieu of degree.
2. Valid Michigan Driver's license.

## **Preferred Education and Experience**

1. PHR and/or SHRM-CP certification
2. Experience with HRIS data entry and reporting.

3. Three (3) years of experience in Employment and Recruiting

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_