

## **Allendale Charter Township**

Position: Human Resources Coordinator

Immediate Supervisor: Township Supervisor

The following information is intended to describe the general nature and level of work to be performed by people assigned to this classification. This is not construed to be an exhaustive list of all job duties performed by personnel so classified.

Essential Job Functions:

- Recruitment
- Prepare notices and ads for job openings
- Receive and review applications
- Schedule interviews by coordinating appointments
- Correspond with applicants as to the status of their applications
- Check references
- Conduct a criminal background check
- Hiring
- Welcome new employees to the organization by conducting orientation
- Assist new employee with insurance, tax forms, and other necessary paperwork
- Prepare an employee ID card for the new employee
- Personnel Records
  - Maintain personnel files
  - Maintain medical files
  - Maintain worker's comp files
  - Maintain insurance records
  - Maintain pension records
  - Maintain job descriptions
  - Maintain driving records via State of Michigan
  - Maintains employee information by entering and updating employment and status-change data
- Policies
- Maintain personnel policy and other employee manuals
- Distribute manuals/changes to the manuals to employees as changes are made
- Serve as resource person for Substance Abuse information, Family Medical

Leave Act, etc.

- Post notices as required by state and federal offices
- Maintain employee confidence and protects operations by keeping human resource information confidential
- Contribute to team effort by accomplishing related results as needed
- Submit employee data reports by assembling, preparing, and analyzing data

#### Knowledge/Skill Requirements:

- A minimum of two years in Human Resources experience is required
- This position requires logic, intuition, analysis and judgement
- This position requires scheduling skills
- This position requires much contact with staff, responding to questions, sharing information, explaining processes and policies
- This position requires providing advice, conflict resolution, negotiating, problem solving, formatting correspondence and reports, research, organization, and meeting deadlines
- Computer skills are required
- All candidates and employees must be able to pass a background check and drug screen

#### Ability Requirements:

- Ability to walk from place to place
- Ability to speak on the telephone and in person
- Ability to read and perform math functions
- Ability to meet the public and communicate well

#### Education Requirements:

- High School education or GED
- Associates Degree in Human Resources is desired
- SHRM Certification is desired

9/6/17