



Western Upper Peninsula Health Department

JOB POSTING

HUMAN RESOURCES REPRESENTATIVE/PAYROLL SPECIALIST

Date:	March 23, 2021
Status:	Full-time
Classification:	Administrative Exempt, Non-management
Wage Range:	\$21.12/hr. - \$25.87/hr.
Bargaining Unit:	Non-bargaining
Location:	Hancock Office
Reports to:	Health Officer/Executive Officer
Deadline to Apply:	Until filled

POSITION SUMMARY:

Under the direction of the Health Officer/Executive Officer, oversees and administers the human resource programs of the agency, including employment, employee relations, labor relations, compensation, benefits, grievance processing, payroll processing, safety and training. Plans, develops, and implements human resource policy and procedure and assists the management team in performing personnel management duties. Assists management's negotiations team. May perform special projects as assigned. During a public health emergency, position may be assigned to any job needed inside or outside Western U.P. Health Department.

ESSENTIAL FUNCTIONS:

1. Administer agency personnel program. Coordinate the activities of recruitment, screening, selection, and placement of employees. Conduct orientation program for new hires. Ensure uniform employment policies and selection procedures. Supervise internal posting process, advertisement practices, salary offers, and promotion and transfer protocols to ensure consistency. Coordinate employee performance evaluation systems. Conduct exit interview program.
2. Initiate, write, and recommend personnel and managerial policies, procedures, and programs necessary to achieve agency objectives and to ensure the maximum effective and efficient utilization of human resources. Keep abreast of trends and developments in personnel management. Perform research as a basis for recommending changes in policy and procedure. Conduct surveys related to turnover, wages, benefits, and other personnel considerations.
3. Oversee agency compliance with federal and state labor, equal employment, employee relations and other statutes and regulations by keeping abreast of new laws, evaluating and auditing internal programs, policies, procedures and records. Act as an internal consultant; advise and provide management team with an interpretation of labor laws, regulations, and personnel administration issues.
4. Advise all levels of staff regarding internal policies, procedures, and labor agreements. Inform employees of program activities and administrative policies, procedures, and programs by means of employee handbooks, plan descriptions, memos, meetings, and bulletin boards.
5. Plan and maintain a comprehensive personnel record-keeping system. Organize systems for maintenance of central personnel files, employee health records and employment records, including a comprehensive job description program. Maintain and update personnel records and prepare and maintain personnel statistics. Responsible for the security, accuracy, legal release, and confidentiality of all personnel and payroll data, and reporting done with outside agencies.
6. Administer, and maintain the agency's compensation programs. Assist in developing the compensation program through position review, external salary surveys, monitoring of classification structure, position descriptions, title usage, salary grades and individual rates of pay. Assist with preparation of general market adjustment proposals. Ensure that decisions on position and salary reviews are implemented, including modification of pay plans, and salary change forms through payroll
7. Administer the agency's benefit programs. Monitor benefit cost effectiveness; propose policy benefit changes to administration. Conduct day-to-day operations of employee benefit programs, including initial enrollments, processing of withholding through payroll, changes in enrollment, claims processing follow-up, and the processing and termination of coverage.
8. Participate in employee relations and labor relations activities of the agency. Advise managers and administration regarding handling of specific personnel problems. Recommend courses of action and follow-up regarding employee problems, and disciplinary issues. Advise managers on contract administration and ensure consistency with policy interpretations. Counsel employees on employment related matters.
9. Oversee the entire payroll process ensuring payroll is completed in an accurate and timely manner in compliance with local, state and federal laws. Write, maintain and support a variety of reports or queries utilizing appropriate reporting tools. Research and respond to all payroll

related questions and concerns.

10. Oversee human resource management system. Responsible for understanding and implementing system functionality and maintaining accuracy controls.
11. Oversee the agency's safety-health program. Coordinate loss control, hazard communications and other safety-health programs. Perform required reporting and record keeping for MIOSHA and workers' compensation programs. Coordinate safety training programs with Community Health Coordinator and other management personnel as required.
12. Prepare analysis useful to labor negotiations and assist management's collective bargaining team as directed. Perform other special assignments and research as required.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attend all staff meetings and in-services, as required; participate on committees as requested.
2. Maintain professional growth and development; keep abreast of current trends and legislation in the human resources field, maintain professional affiliations.
3. During a public health emergency, position may be assigned to any job needed inside or outside Western U.P. Health Department.
4. Perform other duties as required.

JOB QUALIFICATIONS:

1. Bachelor's degree in human resources, business administration, or related degree, or equivalent combination of education and experience.
2. Comprehensive knowledge of regulations and legislation affecting labor and payroll, and a broad understanding of human relations and organizational dynamics, required to direct and control agency human resource functions. Strong analytical ability.
3. Comprehensive knowledge of agency policies, procedures, and departmental activities typically acquired through one or more years of previous on-the-job personnel administration experience.
4. Knowledge of office practices, procedures, and equipment. Comprehensive knowledge of computers and variety of common software applications.
5. Good written and verbal communication and interpersonal skills.

SPECIAL PHYSICAL AND PSYCHOLOGICAL DEMANDS:

- Must be able to see at a near normal vision acuity level.
- Must be able to hear normal speech and sounds, speak.
- Must be able to continually use one or both hands.
- Must be able to read and comprehend instructions and other materials.
- Must have the ability to pay attention to detail and be accurate.
- Frequent and prolonged periods of walking, standing, sitting, talking.
- Frequent bending, stooping, twisting, kneeling, squatting.

WORK ENVIRONMENT AND HAZARDS:

- Indoor work area; little or no hazards in office setting.

- Noise level is minimal to moderate.
- Occasional travel between offices in the district and within regional area.

SUPERVISES: This position may provide work direction to non-professional employees within the Administrative unit, but does not supervise any employees.

The statements in this job description are not intended and should not be construed to be an exhaustive list of all duties, responsibilities, skills, efforts, or working conditions associated with this job. They are intended to reflect principal job elements and describe the general nature and level of work performed by people assigned to the job.

TO APPLY:

Please submit a cover letter and resume to kbeer@wuphd.org, or submit by fax to Cathryn Beer, 906-482-9410, or mail to Cathryn Beer, Health Officer/Executive Officer, Western U.P. Health Department, 540 Depot Street, Hancock, MI 49930.

www.wuphd.org

E.O.E.