



**GRAND TRAVERSE COUNTY, MI
PERSONNEL SPECIALIST JOB DESCRIPTION**

Title:	Personnel Specialist
GENERAL SUMMARY	
<p>Under the general supervision of the Director of Human Resources, this personnel specialist position performs a variety of Human Resources functions related to the employee benefits, wage and salary matters, and other related areas.</p> <p>The primary function of this position is to provide highly confidential and accurate consultation and guidance in the administration of policies and activities related to a wide variety of both routine and complex human resources initiatives and programs, including recruiting, benefits, training, labor relations, and compensation. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require travel by the employee in the employee's own vehicle.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)	
<ul style="list-style-type: none"> • Provides advice, counsel and assistance on highly sensitive and complex issues. • Anticipates effects of classification requests, labor negotiation issues, policy amendments and other professional level functions and implements accordingly. • Conducts Human Resources/Personnel Specialist-related functions in according with all applicable laws, policies and human resources best practices. • Interprets rules for employees and supervisor concerning Human Resources functions. • Coordinates, interprets and administers all leave programs in accordance with applicable federal and state employment laws, County policy and bargaining unit agreements. This includes FMLA, disability, workers' compensation and personal leaves of absence. Makes recommendations on the approval or denial of leave cases based on relevant medical information. Coordinates and organizes all medical information and ensures that HIPAA and employee privacy guidelines are closely monitored and effectively executed. Ensures coordination with leave types and other applicable laws. • Monitors all leave cases and workers' compensation claims to ensure completeness of records (medical certification, recertification, return to work compliance, etc.). Provides comprehensive, extensive case management including tracking of hours/leave benefits used, and ensures employees are paid according to contractual/leave policies and applicable law. Reconciles payroll based on leave approval and makes adjustments. • Provides confidential analytic support for collective bargaining efforts, which include: conducting research, calculating cost estimates for union proposals, drafting responses to union correspondence, and other activities in preparation for negotiating sessions. • Recommends customer service improvements, innovative solutions, policy changes and/or major variations from established policy that must be approved by appropriate leadership prior to implementation. May provide overall project management for HR initiatives. • May serve as a member of various teams related to quality improvement, employee suggestions, and related areas. • Enters, verifies, and reconciles complex information and data. Develops and maintains complex spreadsheets, databases, or reports in support of Human Resources activities. 	
EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)	
<p>Bachelor's Degree in business administration, personnel management, labor relations, or related field. Three to Five years progressively responsible experience Human Resources. With proven ability to provide confidential and effective support and guidance to management.</p>	



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CERTIFICATIONS, LICENSES (minimum requirements)

Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve. Work is highly confidential with considerable access and input to the County's labor relations strategy. This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

Work is performed in an office environment

May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel

May be required to lift/move up to 50 pounds (such as a box of paper)

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

Considerable knowledge of Human Resources principles and practices.

Interpersonal skills necessary to deal professionally and courteously with other employees and the public and to diffuse volatile situations.

Ability to follow complex oral and written instructions and to obtain factual information from various sources and to articulate problems and their resolutions clearly.

Ability to apply rules, regulations and correct administrative practices, procedures and policies to employees and the public in a respectful manner that achieves understanding.

Ability to understand and present problems, analyze options and recommend solutions.

Ability to maintain confidentiality.

Skill in conducting investigations and mediating issues with managers and their subordinates.

Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, personal computer software and telephones

Skilled in researching and resolving complex problems in order to ensure compliance

Ability to handle multiple tasks simultaneously with frequent interruptions

Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.

Ability to explain complex policies and processes and facilitate meetings effectively and efficiently

Ability to comprehend, process and apply both verbal and written skills appropriate to the job\Able to use County resources effectively and efficiently