

**INGHAM COUNTY ROAD COMMISSION**

**HUMAN RESOURCES DIRECTOR**

**Starting Salary: \$65,762 - \$72,854**

**Deadline: Open Until Filled**

**Requirements: Resume, cover letter, copy of college transcripts and Ingham County Road Commission Application**

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**INGHAM COUNTY ROAD COMMISSION**

**JOB DESCRIPTION**

**HUMAN RESOURCES DIRECTOR**

**General Summary:**

Under the general direction of the Managing Director, directs the human resource functions of the Road Commission including hiring, labor relations, wage, safety, training, and other employee assistance programs. Serves as the lead labor contract negotiator for the Employer. Handles employee complaints, grievances, and related matters. Develops and administers a variety of human resource related programs, policies and procedures including compensation, classification, employee collective bargaining and affirmative action. Assures the proper maintenance and security of individual personnel records.

**Essential Functions:**

1. Supervises staff assigned to human resources and reception. Attends Board meetings and provides input on decisions regarding human resources and administration. Performs special projects for the Board.
2. Oversees the Road Commission's employment program, including the preparation of job advertisements and publications, Screens applications, leads the interview team, and conducts reference checks and other pre-employment processes. Handles new employee paperwork and orientation.
3. Maintains the employee website and updates information, resources and announcements. Coordinates employee social functions and other meetings.
4. Serves as a consultant on managing and monitoring employees and supervision and management for compliance with policies, personnel laws and regulations. Investigates and advises supervisors, department directors and the Managing Director on issues of employee misconduct and handles necessary discipline procedures.

5. Maintains the HR module of the Precision software and must have a working knowledge of other Precision modules to provide backup for other employees.
6. Administers drug testing protocols and maintains records of required physicals, driving records and other necessary records for CDL drivers as required by law.
7. Investigates employee complaints and grievances, and facilitates communication between employees and supervisors to resolve such complaints, grievances and interpersonal problems. Handles the management portion of the grievance procedure, including mediation and arbitration.
8. Administers the worker's compensation insurance program. Identifies and analyzes potential exposure for loss, examines alternative risk management techniques and implements and monitors appropriate programs and methods. Processes and maintains workers compensation claims and accident reports. Coordinates with injured workers' supervisors. Communicates with medical personnel and worker's compensation administration to track the status of injured workers and facilitates return to work for injured employees. Assists injured employees with questions about claims. Under the direction of the Managing Director, works with attorneys during litigation. Maintains records per statutory requirements.
9. Researches available benefit products and recommends changes in coverage or carriers to the Managing Director and the Board. Oversees provider bidding process for various plans. Oversees outside benefits administration and coordinates with agents and/or consultants. Works with providers to resolve employee and retiree questions and problems with various benefit programs.
10. Keeps current on changes in federal and state laws and regulations that require new or revised personnel or safety policies. Writes policies and recommends them to the Managing Director and the Board for adoption. Recommends changes to forms, policies and procedures in order to ensure compliance to avoid Employer liability and implements changes adopted by the Board. Communicates policy changes to employees during group meetings or in writing.
11. In conjunction with the Board, Managing Director and training providers develops training plans for supervisors and employees. Meets with trainers to evaluate and customize proposed training modules. Coordinates and facilitates training sessions.
12. Administers the Road Commission's wage and salary program including conducting salary surveys and researching and developing policies and procedures related to the pay program. Oversees the preparation of job descriptions. Coordinates and participates in reclassification processes when requested.
13. Serves as Equal Opportunity and Civil Rights Coordinator. Receives and investigates complaints alleging discrimination in employment and services. Recommends appropriate remedial action to the Managing Director and the Board of Road Commissioners. Maintains

EEO statistics and prepares mandated reports to governmental agencies. Monitors and maintains statutorily required records, reports, postings, and other EEO requirements.

14. Functions as Occupational Safety and Health Coordinator and oversees the safety program. Coordinates the Employee's Safety Committee, arranges and oversees safety training activities, facilitates necessary safety inspections, and ensures MIOSHA compliance. Monitors and maintains statutorily required records, reports, postings, and other OSHA/MIOSHA requirements.
15. Leads the collective bargaining process with various labor unions. Conducts surveys and gathers data on wages, benefits and conditions of employment. Works with the Managing Director and the Board to develop the Road Commission's bargaining position.
16. Attends seminars and meetings and reads literature to keep abreast of new developments and techniques in human resources, labor relations, management and risk management, budgeting, and accounting relating to HR functions.

**Other Functions:**

Performs other duties as assigned

*(This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.)*

**Employment Qualifications:**

**Education:** Bachelor's Degree in Human Resources Management, Public Administration, Organizational Development or related field from an accredited College or University.

**Experience:** Minimum 5 years human resources and management experience preferably in a public sector organization with minimum 5 years experience in labor negotiations in a unionized setting.

**Other Requirements:** Possession of a valid Michigan driver's license.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

**Physical Requirements:**

- Ability to travel to other locations.
- Ability to communicate verbally, and in writing.
- Ability to enter and access information from a computer.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**Working Conditions:**

- Works in office conditions.
- Travels to other locations to attend meetings.

HUMAN RESOURCES DIRECTOR  
November 2011