

SCHOOLCRAFT COUNTY ROAD COMMISSION  
JOB DESCRIPTION

**TITLE:** HR Generalist

**GENERAL SUMMARY:**

Under the general direction of the Managing Director and under the Supervision of the Finance Director, performs tasks associated with the Road Commission.

**EXAMPLES OF TYPICAL DUTIES:**

- Human Resources
- Recruitment
- Conducts or acquires background checks and employee eligibility verifications
- New employee onboarding
- Employee benefits administration
- Maintains compliance with federal, state and local employment laws and regulations
- Maintain personnel files
- Payroll processing
- Accounts payable and miscellaneous accounting duties
- Serve as Clerk to the Board
- Answer and direct telephone calls
- Retrieve and disburse all mail.
- Order necessary and requested office supplies
- Coordinate conference registration and bookings
- Other duties as assigned by Managing Director and/or Finance Director

**GENERAL SUMMARY:**

The foregoing describes the HR Generalist duties in general and should not be construed as a complete list of all assigned duties and responsibilities. The successful applicant shall be expected to exercise considerable independent judgment in successfully completing work assignments.

**ESSENTIAL JOB ELEMENTS AND PHYSICAL REQUIREMENTS:**

The HR Generalist is generally within a professional office environment, free of adverse working conditions. However, some duties will encounter adverse conditions and the following physical requirements must be met.

**Mobility:** Able to sit for extended periods of time during data input.

**Agility:** Able to lift, push, or pull objects weighing upwards of 30-40 pounds.

- Vision:** Able to read and comprehend instructions, directions, and other documents.
- Hearing/Speech:** Able to communicate orally with telephone or radio, and to receive and communicate information to employees and the public.
- Other:** Able to tolerate, be exposed to and work in extreme temperatures and weather conditions.

**QUALIFICATIONS:**

- Associate degree in human resources, business administration, accounting, or similar field of study
- Ability to act with integrity, professionalism, and confidentiality
- Problem-solving and conflict resolution skills
- Excellent communication and interpersonal skills
- Attention to detail and ability to maintain accurate records
- Proficient in Microsoft Office
- Maintain a valid Michigan driver's license

Work experience will be considered. Bachelor's degree preferred.

**EMPLOYMENT STATUS:**

This full-time position is not covered by union contract. The successful applicant will serve at the pleasure of the Managing Director, which means resignation or dismissal with or without cause or notice any time during employment.

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HR Generalist

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Managing Director