



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Human Resources Assistant
Reports To: Human Resources Director
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 06/2003
Last Revised Date: 03/2016

Summary:

Performs required duties to meet the needs of the Human Resources Department in accordance with the agency's mission of providing excellent service.

Essential Duties and Responsibilities:

- In connection with hiring, monitor employment background/employment screenings and hold new employee orientation
- Onboarding of all new hire entry into MiSuite (part time, full time, intern and participant)
- Complete terming process for employee in MiSuite and work with payroll for final calculations
- Maintain personnel files with established guidelines
- Process unemployment claims
- Maintain employee credential files and perform certification audits
- Assist HR Director with Mentor and Merit pay
- Apply to MDE for permits (sub, emergency, temporary, etc.)
- Submit REP data to CEPI, including all contracted companies
- Compute wages and record data for use in payroll processing.
- Generate and process online payroll authorizations
- Participate in staff meetings and attend other meetings and seminars as necessary.
- Attend career fairs and recruiting events
- Set up applicant testing as needed
- Schedule and maintain employee evaluation cycles as well as maintain tenure schedule
- Work as primary point of contact for Head Start and GSRP employees
- Partner with Head Start to manage all Early childhood site licensing and renewal
- Process, record and submit bill for payment of Early Childhood scholarship T.E.A.C.H. program
- Process verbal and written verification of employment as necessary
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

High school graduate or its equivalent; Associates in business and/or two years related experience and/or training; or equivalent combination of education and experience. Computer software applications in Microsoft Office, spreadsheets, database, presentation software and Web-based HR Information Systems.

Certificates, License, Registration, Training:

Michigan State Police background screening training, FMLA training, State of Michigan Workers Compensation Training. It is preferred that the HR Assistant be a Notary Public in Kalamazoo County.

Other Skill & Abilities:

Establish and maintain effective working relationships with co-workers and the general public
Position requires demonstrated poise, tact and diplomacy to handle sensitive and confidential situations
Ability to communicate effectively including listening
Ability to set priorities, be organized and be a self-starter
Ability to work independently and within a team
Detail oriented with a strong desire for precision and accuracy
Able to adapt to frequent changes in the work environment
Practices safe work habits
Uses equipment and material properly

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.