



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Human Resources Manager  
**Reports To:** Human Resources Director  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Approved By:** TZ  
**Prepared Date:** 06/15/2016  
**Last Revised Date:**

### **Summary:**

Under direction of the Human Resources Director, manage the various Human Resources programs, procedures and initiatives in accordance with the agency's mission of providing excellent service.

### **Essential Duties and Responsibilities:**

- Lead Human Resources team, including training, development, coaching, and work load allocation
- Assist in monitoring expenditures for adherence to department budget including monthly invoice reconciliation
- Support all facets of the benefits process including benefit orientation, open enrollment, employee questions, as well as working closely with benefit vendors
- Track Health Care Reform rules and regulations
- Oversee the employee wellness program and committee, support the wellness coordinator in promoting wellness activities, assist with budget and coordinating events
- Conduct employee and administrator trainings and development as needed
- Create and maintain HR Intern training programs
- Prepare and oversee the contract process, including data entry into MiSuite for the annual rollover
- Handle worker's compensation claims, entry, and annual reports
- Work closely with Payroll
- Respond to employee inquiries regarding benefits, policies, procedures, and practices.
- Handle all facets of FMLA process
- Maintain and update department intranet.
- Compile monthly/quarterly/annual reports.
- Work on special, nonrecurring and ongoing projects.
- Co-lead HR staff meetings and attend other meetings 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:**

Bachelor's degree in Human Resource Management. Considerable knowledge in principles and practices of Human Resources areas such as benefits, employee relations, labor laws, recruiting, onboarding, compensation, personnel file management. Three to five years of related experience. High level of confidentiality and accuracy required. Computer software proficiency in Microsoft Office, spreadsheets, database, Human Resource Information systems, benefits software, presentation software and internet.

**Certificates, License, Registration:**

Notary Public. PHR certification is preferred.

**Other Skill & Abilities:**

Establish and maintain effective working relationships with co-workers and the general public  
Exceptional interpersonal skills  
Consistent demonstration of 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:**

Responsibilities include following KRESA policy, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**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.