

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Human Resources Coordinator  
GRADE: 9  
REPORTS TO: Human Resources Director

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The Human Resources Coordinator performs the daily operations necessary to support the Human Resources Office. The Coordinator also conducts training sessions and seminars on a variety of issues.

**NATURE AND SCOPE:** Plans and develops comprehensive training and informational programs; includes researching materials and preparing content and visual aids.

Process, maintain and update all timecards in the HRIS system for both Hourly and full-time employees. Maintains the online timekeeping system and leave balances while ensuring the policies of the Michigan House of Representatives are met (Jury duty, LOA, Reduce work schedules, etc). Administers bonus days and donated leave programs.

Prepares job postings for open positions within the Michigan House of Representatives. Distributes postings to appropriate parties within the House and to State agencies. Coordinates position posting with outside agencies including college websites and newspapers.

Maintains Human Resources e-mail including responding to questions and concerns, distributing resumes for intern positions, and forwarding e-mail to appropriate personnel (HRMN notifications, Personal information change, etc). Send out timecard e-mail reminder.

Performs administrative duties for the Human Resources department, including, but not limited to, drafting correspondence, editing policies, corresponding with applicants.

Answers the Human Resources main telephone line, responds to all requests for verification of current/previous employment in accordance with established policy and/or procedure and processes mail.

Maintains inventory of Human Resources forms and supplies. Orders new forms and

supplies as needed. Prepares necessary packets for new employees.

Assists employees in analyzing, interpreting and applying House personnel policies to resolve employee concerns or directing concerns to the appropriate Human Resources staff.

Responsible for proper retention and timely storage of Human Resources files. Accurately prepare files for storage ensuring all records are accounted for and meet retention guidelines. Enter information in State records system for accurate documentation and request files be transferred to the State storage facility. Request the return of old files from the State records as needed. Maintain files in accordance with policy guidelines.

Assists in other special projects and performs other duties as assigned.

#### PRINCIPAL ACCOUNTABILITIES:

1. An ability to assume the responsibility of permanently assigned tasks and a variety of other tasks as assigned without direct supervision, while exercising initiative and judgment, and making decisions on these assigned tasks.
2. A mastery of office skills, including organization, management and computer use with a flexibility to expand those skills, accounting procedures and business mathematics, composition, problem solving, person-to-person contact and telephone communication techniques, all while presenting an even-tempered, positive image in a bipartisan context while working under intense pressure.
3. An ability to adapt to ever-changing needs and procedures in a timely and accurate manner, always under pressure, as required in the Human Resources office.

JOB QUALIFICATIONS: Associates degree, and/or equivalent position related experience.