

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Human Resources Director
GRADE: 12
REPORTS TO: Chief Financial Officer/Business Office Director

POSITION PURPOSE: This is an at-will, non-partisan position. The Human Resource Director serves as the Benefits Administrator and manages the daily operations of the Human Resources section, including policies, payroll and time keeping systems, benefits, and training. This position assists the Business Director in development of personnel policy and employee related issues.

NATURE AND SCOPE: This position is responsible for developing, recommending, and implementing personnel policies and procedures for the House of Representatives. The Director is also responsible for conducting a continuing study of all personnel policies and procedures to keep them current with applicable employment laws, compliance with COBRA laws and HIPAA requirements and to provide the personnel management policies and techniques necessary for maintaining a safe and productive workforce.

PRINCIPAL ACCOUNTABILITIES:

1. Maintains and updates the Human Resources Information System (HRIS) with all employment and benefit changes.
2. Participates in the development and ongoing presentation of an orientation program for new employees and incoming Members.
3. Develops and maintains current written procedures for areas of responsibility to ensure clear department standards of operation and procedures to be used in accomplishing job responsibilities.
4. Assists employees in analyzing, interpreting and applying House personnel policies to resolve employee problems pertaining to the incumbent's area of responsibility.
5. Acts as a resource for employees, insurance carriers and appropriate agencies. Serves as a liaison between the employee and the insurance carriers, retirement system, etc., for questions and claims resolution.
6. Negotiates pricing and contracts with insurance carriers to ensure the best pricing and coverage for the House and employees.
7. Coordinates the annual benefits open enrollment process. Planning and conducting informational sessions for Members and employees, answering benefit-related questions, and processing enrollments/terminations/changes.
8. Conduct interviews for prospective employees when needed.

9. Handles the at-will termination/exit interview for departing employees.
10. Provides overall direction of the payroll preparation to ensure that it is accomplished in a timely manner.
11. Coordinates the release of pay warrants with the Business Office to ensure proper payment of employee.
12. Maintains the discretion, confidentiality and sensitivity when dealing with personnel and House issues.
13. Represents the Human Resources office in manager meetings with the Business Director and non-partisan office Directors.
14. The Human Resources Director maintains a network of working relationships with the Speaker's Office, Administrators, Representatives, their staffs and other legislative/governmental agencies to facilitate the accomplishment of responsibilities.
15. Develops, maintains, and executes the systems and procedures necessary to enroll all House Members and employees in the benefits programs.
16. Processes, audits and reconciles all benefit billings, ensuring that the employee enrollment/terminations/changes information have been appropriately reflected on the corresponding billings.
17. Develops educational programs to inform employees of their benefit package. Educates the other members of the Human Resources department on changes to the benefit program.
18. Administers the COBRA notification and record-keeping processes, in accordance with legal requirements and House policy, including the notification of the employee and/or dependents, the timely administration of the benefits changes, and the accurate recording of COBRA payments.
19. Administers Worker's Compensation program, acting as a liaison between the employee and the insurance carrier, maintaining Occupational Safety Health Association logs, and ensuring that claims are filed in a timely manner.
20. Ensures proper record retention and storage of reports and files.
21. Administration of the State of Michigan Flexible Spending account program for employees.
22. Other duties as assigned.

JOB QUALIFICATIONS: Bachelor's degree, and/or equivalent position related experience. The Director must have supervisory experience and the ability to motivate staff within a fast paced professional work environment. The Director must have ten years of experience in the Human Resources field as well a record of personal integrity while operating in a confidential manner.