



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 11/27/2019

Human Resources Generalist

JobID: 5936

Position Type:

Professional Support Services/HR Generalist

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Date Posted:

11/27/2019

Location:

KRESA/Service Center

Closing Date:

12/11/2019

Division:

Human Resources

Position Type:

2 positions:

Full-time

Part-time

Hours:

Full-time: 7:30-4:30

Part-time: 20 hours per week

Responsibilities:

Under direction of the Human Resources Manager, assist the department with various Human Resources programs, procedures and initiatives in accordance with the agency's mission of providing excellent service by performing the following duties:

- Support all facets of the new hire process, including completing online payroll authorizations, scheduling orientations, running new hire benefit orientations, monitoring employment background/pre-employment screenings/clearances and entering new hires into HR/payroll systems.
- Process online payroll authorizations for changes in assignments.
- Complete terming process for employees in HR/Payroll systems, remove system and site access and work with payroll for final calculations.
- Maintain employee personnel files with established guidelines and participate in audits with appropriate agencies as needed.
- 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.

- o Handle workers' compensation claims, entry and annual reports.
- o Work Closely with payroll.
- o Handle all facets of FMLA, disability and leave process.
- o Support team members during high priority times.
- o Fingerprinting/badge photos.
- o Support front desk reception.
- o Process verbal and written verification of employment as necessary.
- o Maintain and update department intranet.
- o Compile weekly/monthly/quarterly/annual reports.
- o Work on special, nonrecurring and ongoing projects.
- o Participate in staff meetings and attend other meetings as necessary.
- o Other duties as assigned.

Qualifications:

Bachelor's degree in Human Resource Management or related field. Considerable knowledge in principles and practices of Human Resource areas such as benefits, employee relations, labor laws, recruiting, on-boarding, compensation and personnel file management. One to three years of related experience. High level of confidentiality and accuracy required. Computer software proficiency in Microsoft Office, Adobe software, Human Resource/Financial Accounting systems, benefits software, presentation software and internet. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

PHR or SPHR-CP Certification. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals.

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category 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: Assistant Superintendents- Tom Zahrt & Mindy Miller. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).