

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Human Resources Specialist

GRADE: 8

REPORTS TO: Human Resources Director

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The Human Resources Specialist performs the daily operations necessary to support the Human Resources Office. These responsibilities include updating, maintaining and executing the online systems necessary to accurately process payroll for all House Members and employees. Presents new employee orientation to inform all staff of the House of Representative's policies and procedures. Organizes and/or presents training for House employees. Performs other HR responsibilities. Assists Director with special projects, as assigned.

**NATURE AND SCOPE:** The incumbent reports to the Director of Human Resources. The Human Resources Specialist assures the daily functioning of the Human Resources department, the accurate processing of House payroll and ensures the proper completion of all assigned duties

As part of permanently assigned responsibilities, this incumbent performs the following:

Distribute, collect, and review all new hire paperwork checking for completion of necessary forms. Completing I-9 forms according to Federal regulations which requires the knowledge of appropriate identification requirements.

Process PAF's according to House Policies. Verify accuracy and Leadership approval prior to payroll processing. PAF original filed in Employee File, PAF copy with Payroll Audit.

Prepares, enters and processes all payroll information in the statewide payroll system (HRMN), including hiring new employees, terminating employees, tax changes, various payroll deductions, EFT, Parking, MESP, etc., gross pay adjustments, and personnel information changes. This information needs to be accurately processed to meet system requirements, payroll guidelines and House policies to ensure proper payment of all employees and State Representatives. Performs audits of payroll transactions and benefit transactions entered into the HRMN system to ensure accurate entry.

Enters employee's hours in the statewide timekeeping system (DCDS). Audit, certify, and release timekeeping records by the necessary deadline so payments are processed in a timely manner. Process Leave Time Payouts in payroll processing for departing staff.

Meets with outside auditing company to explain payroll procedures, provide payroll information and answer questions. To achieve a positive audit results, an extensive knowledge of the payroll process is required to accurately communicate policy, procedures and guidelines. Prepare bi-weekly report for Payroll Audit, Organize Payroll Transactions and present to the Business Office to ensure accurate and timely payroll for all staff.

Develops and presents the new hire orientation to help all new staff with their transition into House employment. Communicates important information in regards to House payroll and policies. Presents the Harassment Training Orientation to ensure employees have a clear understanding of House policies and reporting procedures.

Conducts exit interview with departing employees. Process departing staff, schedule exit, prepare exit form and calculate leave payouts, collect ID, Laptop, Parking Cards, etc. Update staff address if moving so W2 and future communication from state will arrive. Update staff on VOYA 401k vesting, Health Savings Accounts and Benefits, Retirement.

Coordinates special training/seminars as needed (401K, Unemployment, Social Security, etc).

Fulfill SECC Coordinator duties including recruiting employee donations, relaying information to employees about SECC programs, distributing brochures, and attending SECC meetings

Process, maintain and monitor all LOA and disability claims according to House Policy.

Agency Training Facilitator duties. Act as the liaison between HRMN and agency employees, informing Human Resources of any changes or updates to the statewide payroll system. Write and update internal payroll procedures to meet HRMN guidelines and ensure accurate payroll processing. Attend HRNC meetings as needed. Register employees in state wide trainings and seminars (ex. Retirement) as needed.

Self-Service Specialist duties which include helping employees establish a MI HR account, acting as liaison between HRMN Security and House employees, informing employees of changes and updates to MI HR, and password help. Provides assistance will employee questions or concerns. Provide earnings Statements as needed by staff and Reps when they can't access their account.

Provide assistance to current and former staff as requested for the Office of Retirement Services. Verify service dates, contact information, web site, office location and MI.Account. Assist staff in applying for retirement from the State of Michigan. Contact ORS on behalf of staff to resolve issues on an as needed basis.

Processes MESC unemployment claims, ensuring claims information is prepared in an accurate and timely manner. Update unemployment charges to the proper account or allotment. Prepare Excel Spreadsheet to Finance to ensure all payments are correct.

Represent the MI House of Representatives in all unemployment appeals and hearings, assist member offices and former employees with unemployment questions and issues.

Assists employees in analyzing, interpreting and applying House policies to resolve employee concerns or issues.

Provides back-up assistance to the other member of the Human Resources department as needed to ensure all staff expectations are handled promptly and meet expectations.

This individual is responsible for 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 office organization and 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.

Human Resources Specialist should be able to work in a fast paced work environment. Flexible to change in priorities to accomplish the Human Resources department results. Be a HR Professional who is self-motivated and results driven to always meet deadlines and insure accurate entry and audit of transactions. To operate daily duties in a confidential and professional manner providing great service to staff at the MI House of Representatives.