February 2017

BERRIEN COUNTY ROAD COMMISSION

JOB DESCRIPTION

TITLE: HUMAN RESOURCES SPECIALIST/ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION:

Under the direction of the Finance Director, is responsible for performing a variety of human resource functions for the Berrien County Road Commission in such areas as employee records, benefits, staffing, compensation and equal employment opportunity. Provides counsel to management and staff on human resource issues/concerns in accordance with all applicable policies, standards and regulations. Provides administrative support for the Managing Director, Finance Director, Highway Engineer and Superintendent on an as needed basis.

DUTIES AND RESPONSIBILITIES:

1. Assists in the development and implementation of personnel policies and procedures.

2. Performs benefits administration, including claims resolution, change reporting and communicating benefits information to employees.

3. Conducts recruitment effort for all union, non-union and temporary/seasonal personnel.

4. Maintains compliance with federal, state and local employment and benefits laws and regulations, including EEO, ADA, FMLA, MIOSHA and various DOTs.

5. Coordinates and administers employee benefit plans including earned pension credit for County Administration.

6. Participates in collective bargaining process; conducts research and prepares collective bargaining proposals.

7. Maintains personnel records.

8. Provides administrative support to the Road Commission Board Members, Managing Director and his/her direct reports, including scheduling conferences and travel.

9. Performs contract administration, including drafting contracts, verifying required contract documentation and monitoring contract status.

10. Participates in the development of cash flow projections.

11. Performs other duties as assigned by the Managing Director and his/her direct reports.

QUALIFICATIONS

1. Associates degree in Human Resources or Business Administration with at least five years related work experience

   OR

   Bachelor's degree in Human Resources or Business Administration with at least one year related work experience.

2. Knowledge of computer word processing and spreadsheet software.

SALARY

1. A salary range of $23.38 to $28.58

BENEFITS

1. Standard Road Commission non-union benefits package.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

BOARD APPROVED: February 8, 2017

The Berrien County Road Commission is an Equal Opportunity Employer.