



Road Commission of Kalamazoo County

Position Human Resources (HR) Specialist

Department Administrative

Location Kalamazoo, MI

Hourly Range \$ 31.78 - \$37.07 (Non-Exempt)

The Road Commission of Kalamazoo County (RCKC) is seeking qualified applicants for the position of **Human Resources (HR) Specialist**. The HR Specialist assists in the support of various needs of the organization. Ensures the HR programs and initiatives are effective, efficient, and aligned with the organization's goals and objectives. Assist in supporting employee development, enhancing job satisfaction, onboarding procedures, retention opportunities, and implementing HR strategies.

HIGHLIGHTED BENEFITS INCLUDE:

- Health and dental insurance that starts on your first day
- Pension – 100% paid by RCKC
- 11 paid holidays
- Paid vacation and sick leave
- Tuition Reimbursement
- Short-term disability
- Life insurance

SCHEDULE:

Winter schedule: Monday through Friday, 7:30 AM to 4:00 PM with potential for overtime. Summer schedule: 4/10 work schedule, 6:30 AM to 5:00 PM with potential for overtime (*subject to change*).

ESSENTIAL DUTIES:

An employee in this position may be called upon to do any or all the following essential duties (these examples do not include all the duties that the employee may be expected to perform).

- Maintains accurate and up-to-date human resources files, records, and documentation.
- Provide clerical and administrative support to the Human Resources department.
- Support the recruitment and hiring process by sourcing candidates, organizing the interview process, preparing interview packets, scheduling interviews, maintaining records and information, and following up with applicants through various stages of the hiring process.
- Assist with scheduling and coordinating new employee orientation.

- Responsible for the accurate and timely preparation and processing of bi-weekly payroll. Duties include reviewing daily time records for accuracy and completeness including codes, rates of pay, absence authorizations, material and equipment usage, and processing, preparation, and distribution of bi-weekly payroll checks, and other special payrolls as needed.
- Maintains records and assists with benefit plans such as insurance and pension plans, vacation/sick leave and any other leave of absence, and personnel transactions such as new hires, promotions, transfers, performance reviews, and terminations.
- Maintain a Precision Computer System database related to new hires, terminations, and other status changes.
- Assists in tracking employee performance evaluations and training needs.

EMPLOYMENT QUALIFICATIONS:

Education: Possession of an associate degree in a related field or equivalent combination of education and experience.

Preferred Experience: Two years of related human resources and office experience, preferably with payroll experience. Knowledge of human resources and payroll processes. Key abilities and characteristics include strong, positive customer service and communication skills, strong organizational skills, ability to multi-task and prioritize, positive attitude, proven planning and human resources skills, and ability to work well in a team environment.

Other Requirements: Working knowledge of Microsoft Office programs with advanced skills in Excel, Ability to maintain confidentiality and exercise extreme discretion, ability to organize work, prioritize and manage multiple responsibilities, ability to work in a fast-paced and high-volume environment with accuracy and timeliness, Key abilities and characteristics include strong positive customer service and communication skills, strong organizational skills, ability to multi-task and prioritize, positive attitude, proven leadership skills, proven planning skills, human resources and ability to work well in a team environment.

For additional qualifications and a complete job description please refer to the RCKC website at www.kalamazooountyroads.com "About Us" tab, To apply for the Human Resources (HR) Specialist position please send your resume to hr@kalamazooountyroads.com or USPS to the RCKC 4400 S 26th Street Kalamazoo, MI 49048. Candidates requiring confidentiality should so indicate. Please no phone call position inquiries. Resumes will be accepted for the position through 9/3/2026.



HUMAN RESOURCES (HR) SPECIALIST

Position Summary:

The **Human Resources Specialist** performs a variety of human resources administrative functions as assigned, including support of payroll. Supports the HR Department to ensure effective and efficient operations of the organization. Seeks opportunities for improved processes and internal control practices as it relates to human resources or general organizational needs.

Key Responsibilities:

- Maintains accurate and up-to-date human resources files, records, and documentation.
- Must maintain the integrity and confidentiality of human resources files and records.
- Responsible for the accurate and timely preparation and processing of bi-weekly payroll. Duties include reviewing daily time records for accuracy including codes, rates of pay, absence authorizations, material and equipment usage, and processing, preparation, and distribution of bi-weekly payroll checks, and other special payrolls as needed.
- Assists in tracking employee performance evaluations and training needs.
- Assists with the creation of retention and recruitment plans, interview schedules, and evaluation standards following HR methodologies and labor laws.
- Assists with and delivers presentations regarding human resources policies and practices.
- Assist with new employee orientation to foster a positive attitude towards the organizational goals.
- Maintains records for benefits plans, such as insurance and pension plans, personnel transactions such as hires, promotions, transfers, performance reviews, and termination, and employee statistics for government reporting.
- Assist with training in interview hiring, terminations, promotions, performance review, and safety.
- Assists with and conducts wage surveys within the labor market to determine competitive wage rates, as requested.
- Assists with telephone calls and visitors. Complete service requests, as appropriate.
- Assists the HR Department as requested.
- Collaborates with staff to support overall organization and department goals and objectives.
- Other duties as assigned.

Duties are not listed in order of priority, are typical of duties and responsibilities that may be performed by the person holding this position and will be done at the direction of the supervisor within the organizational chart. Duties may be added, deleted, or modified at any time. They are not to be constructed as an exhaustive list of all job duties.



HUMAN RESOURCES (HR) SPECIALIST

Qualifications:

Education and Experience:

- Possession of an Associate Degree in a related field or equivalent combination of education and experience.
- Two years of related human resources and office experience, preferably with payroll experience.
- Knowledge of human resources and payroll processes.

Technical Skills:

- Strong, positive customer service
- Communication skills
- Strong organizational skills
- Ability to multi-task and prioritize
- Positive attitude
- Proven leadership skills
- Proven planning skills
- Ability to work well in a team environment

Other Requirements:

- Position requires possession of a valid driver's license

FLSA Status: Non-Exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

This job requires the ability to perform the essential functions contained in this description. These included, but are not limited to, the following requirements. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more of the requirements.



HUMAN RESOURCES (HR) SPECIALIST

Essential physical requirements include:

- Works in office conditions
- Ability to access office files.
- Ability to enter and retrieve information from a computer.
- Ability to access maps and other records and documents of the commission.
- Ability to operate various office equipment
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Working Conditions:

- Works in office conditions