



# GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number:	<b>104.40</b>	Effective Date:	10/01/2011
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Section:	<b>Organizational Information</b>		
Subject:	<b>JOB DESCRIPTIONS – HUMAN RESOURCES MANAGER</b>		
By Order of Fire Chief Patrick J. Parker			

## I. Scope

This guideline establishes the position of Human Resources Manager for the Grand Traverse Metro Emergency Services Authority (GTMESSA). Primary focus is the planning, organizing, directing, and supervising all aspects of Human Resources Management. This position is also responsible to ensure that the GTMESSA's Standard Operating Guidelines, Directives, and Employee Handbook are adhered to in fulfillment of the department's mission statement and goals.

## II. General

The Human Resources Manager is part of the Authority's Senior Staff and is a career leadership position. This is an exempt position within the Authority. This position reports directly to the Fire Chief and general direction from the GTMESSA Board. This position involves a high degree of discretion, confidentiality, and independent judgement.

## III. Essential Functions

- A. To support the Fire Chief in the development and implementation of goals, objectives, policies, procedures, and priorities in all areas of personnel management.
- B. Attend monthly Authority Board meetings as the Assistant Secretary to the board and record and publish the minutes of those meetings. Prepare the board packet and distribute to board members and appropriate parties. Schedule the special board meetings when needed. Prepare necessary legal notices of meetings.
- C. Advises the Authority Board, Fire Chief, and Senior Staff on issues relating to personnel management including but not limited to legislation, pay, and conditions of employment.
- D. Maintains close working relationship with Authority's legal counsel on issues pertaining to State and Federal labor law.
- E. Works to maintain positive employee relations. Practices sound leadership and human relations principles to promote teamwork always. Sets a good personal example of positive attitude and performance.
- F. Assists with the preparation of the Authority budget.
- G. Assists and advises the Authority Chief and officers regarding disciplinary measures, staff development, and employee improvement plans. Is the overall administrator for the Tenzinga Performance Measurement program.

H. Oversees employee benefits programs; analyzes existing benefit summaries for full and part paid personnel, recommends benefit changes to Fire Chief and Authority Board, and gives proper notification to employees of changes.

The benefits include but not limited to:

1. Metro's Defined Contribution Retirement
2. Medical, Vision, and Dental
3. Short-Term/Long-Term Disability
4. Life Insurance
5. Workers Compensation
6. (457) Deferred Compensation/Roth IRA

- I. Maintain compliance with Federal and State regulations concerning employment. Ensure labor law posters are current.
- J. Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.
- K. Responsible for the administration of legally required benefits such as workers compensation, FMLA, FLSA, ACA, and COBRA.
- L. Manage the annual open enrollment period during the 4<sup>th</sup> quarter each year. Arrange for distribution of materials from carriers, assist with communicating changes to employees and arrange for on-site representation by providers. Process changes within established deadlines.
- M. Assist with processing the GTMESA bi-weekly payroll. Maintain the records and keep forms current with applicable laws. Monitor and maintain records for paid time off (vacation, personal, comp time) on full time employees. Ensure the process for reporting payroll is efficient and effective. Process the employment verification requests.
- N. Consult legal counsel to ensure that policies comply with federal and state laws.
- O. Participate, as a member of the hiring committee. Responsible for the recruitment process to ensure positions are filled in a timely manner with qualified personnel; monitors placement of advertisements and internal/external recruitment postings; monitors screening process of candidates; monitors and facilitates the testing and interview processes; leads new hire orientation.
- P. Work closely with the Safety Officer on medical issues associated with workplace injuries. Process the required documentation to the insurance provider, ensuring accurate record-keeping and confidentiality. In conjunction with the Safety Officer, assure MIOSHA Occupational Injury Logs and Reports are appropriate and up to date.
- Q. Coordinates appropriate paperwork and reporting to Authority Chief and insurance company from damages to department property, equipment and vehicles.
- R. Assures all Authority personnel are in compliance with all mandated State of Michigan certificates and licenses.
- S. Ensures appropriate steps are taken to address any discrimination, harassment, or other rights violations protected by law.
- T. Is the Department Privacy Officer to ensure compliance with the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- U. Ensures Metro's Drug Free Workplace policy is enforced, including education and the administration of our random drug and alcohol procedure.

- V. Be an active participant in Metro's Peer Support program to ensure our workers have the emotional wellness support that is needed.
- W. Participate as needed in special projects and direct projects as appropriate

#### **IV. Knowledge and Skills**

- A. Principles and practices of labor relations, selection, recruitment, job evaluation, benefits administration, training, classification, and compensation.
- B. Principles and techniques of Human Resources Management and program administration.
- C. Proficiency in or knowledge of using a variety of computer software applications, including Excel, MS Word, Outlook, Quick Books, and proprietary payroll software.
- D. Strong organizational and communication skills are required.
- E. Ability to present facts and recommendations effectively in oral and written form.
- F. Ability to establish and maintain an effective relationship with department leadership administration staff, employees, and the general public.
- G. Attention to detail in composing, typing and proofing materials, establishing priorities, and meeting deadlines.
- H. Ability to maintain a high level of confidentiality.
  - I. Exercise sound independent judgement.
- J. Knowledge of office administration procedures.
- K. Strong analytical and problem-solving skills by identifying and resolving problems in a timely manner and gathers and analyzes information skillfully.
- L. Demonstrate flexible and efficient time management and ability to prioritize workload.
- M. Interact with and supply information to job applicants, employees, department heads, and public and private agencies.
- N. Represent the Authority positively and effectively in interactions with the public.

#### **V. Education and Experience**

- A. Bachelor's degree in Human Resource Management, OR a minimum of 3 years' experience in the HR field
- B. Minimum of 2 years' experience administering employee benefit plans.
- C. Any similar combination of education and experience
- D. Professional in Human Resources (PHR) certification or Senior Professional in Human Resources (SPHR) certification preferred
- E. Accounting background helpful but not required

#### **VI. Special Requirements**

Physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. While performing the duties of this job, the employee is regularly required to talk and hear. Employee is required to sit, stand, walk, reach with hands and arms: climb or balance; stop, kneel or crouch.
- B. Employee must occasionally lift and/or move up to 20 pounds.

**VII. Licenses, Certificates, Registration**

- A. Unrestricted Michigan Driver's License.

**SOG 104.40**

Authorized by:

*Chief Pat Parker*

Chief Patrick J. Parker