

Services To Enhance Potential 2941 S. Gulley Road, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

HUMAN RESOURCE GENERALIST

QUALIFICATIONS:

Education: High School Diploma or GED equivalent, Associates or Bachelor's Degree preferred

Experience: Five (5) years previous HR experience

Licensure: Valid Michigan Driver License
Approval of STEP's Insurance Carrier SHRM certification (desired)

Status: Non - Union, Exempt

PRINCIPAL FUNCTIONS:

Responsible for a variety of moderately complex human resource and talent acquisition tasks in preparing, recording, and examining confidential human resource records. Work may include the supervision of subordinate clerks and/or clerical employees performing routine human resource and clerical tasks. Work is performed under the supervision of the Human Resource Manager; however, the employee is expected to exercise independent judgment and discretion. Requires extensive computer software use.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

- Always maintain personnel records in a standardized fashion and have them audit ready.
- Prepare biweekly payroll changes (PAF) and timekeeping adjustments.
- Processes and records all fringe benefit transactions, including employee enrollment, COBRA, and invoice reviews.
- Process all new employee forms i.e., health insurance, dental, optical, life, and retirement. Distribute policies and procedures.
- Compile data and prepare internal and external human resource and benefit reports as required.
- Responsible for coordination of annual benefit re-openings with staff and benefit providers.
- Provide for new hire orientation.
- Establish and monitor training program for all staff.
- Implement applicant tracking, orientation and onboarding policy and procedures.
- Maintain Human Resource Information System online data bases. Assist staff with system access.
- Member of STEP union negotiations committee.
- Maintain a personal vehicle for use in performing job duties.
- Adhere to all Service to Enhance Potential's policies and procedures.
- Maintain and submit all required Services to Enhance Potential records and reports.
- Ensure conformance to DCH, DWHIN, Medicaid, and CARF.
- Maintain proper credentialing for all applicable staff, including Support Coordinators and others.
- Responsible for management of all internal and external job postings.
- Perform initial screens on all applicants.
- Monitor Performance Evaluation process to assure compliance with annual reviews.
- Assist in the development of an effective staff recruitment plan.
- Maintain membership in SHRM and/or ASE.

Marginal Functions:

- Participate on Services to Enhance Potential committees as assigned.
- Participate in the ongoing growth and development of STEP through attendance at and participation in staff and other STEP meetings.
- Represent STEP in the community and provide information regarding STEP programs and services.
- Assume other duties and responsibilities as assigned by the manager.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.