



CALHOUN COUNTY

JOB NOTICE

HR #13-2018

Human Resources Specialist Road

Under the general direction of the HR and Labor Relations Director, administers a variety of human resources functions and systems, primarily related to the Calhoun County Road Department, and provides county-wide support as needed. Works closely with the Road Department management team to develop and maintain an engaged workforce that emphasizes trust, quality, productivity, continuous improvement, and high standards of performance. This position handles highly confidential information and must function efficiently and effectively in a fast-paced, professional environment.

Wage Range: \$22.07 - \$28.20

Minimum Requirements: Bachelor's Degree in Business Administration, Public Administration, Human Resources Management, or a related field is required. An alternative combination of education and work experience may be considered. Two to four years of experience working in the human resources field. Experience working in manufacturing, construction, or similar industry/field would be beneficial. Knowledge and experience with risk management, training, safety, and/or MIOSHA compliance is preferred. Computer skills necessary to effectively utilize word processing, databases, spreadsheets, scanning and imaging, e-mail, internet, and meeting scheduling is required. Experience using a web-based Human Resources Information System is also required. The ability to network with others and to build trusting relationships with employees, co-workers, elected officials, and department heads. A professional appearance and demeanor is required. A high level of confidentiality in handling employee information and sensitive situations. Communication skills necessary to provide excellent customer service and accurate information to the public, vendors, applicants and all levels of County personnel.

Status: Full-Time, Non-Exempt

Location: Road Department – Marshall*
*Frequent travel between County locations. Occasional travel also required to provide County representation in the local community and/or attendance at conferences/seminars.

Position Opening: 2/28/18

Position Closing: Until Filled

Only qualified applicants meeting minimum requirements will be considered as having applied for this position. Please apply on line at <http://www.calhouncountymi.gov> by completing the Calhoun County Employment Application, along with uploading a current resume and letter of interest. A job description will be available upon request. EEO Employer.