



JOB POSTING

Job Title: Human Resources Manager

Department: Administration

HARBOR TRANSIT

Empowered to serve our customers with professionalism, compassion, understanding, and a willingness to help.

Harbor Transit has been in operation for over 40 years. It has grown from a small “Dial-A-Ride” service into a public transit authority that serves the communities of Grand Haven, Grand Haven Charter Township, Ferrysburg, the Village of Spring Lake, and Spring Lake Township. It covers a service area of 55 square miles and transports over 250,000 riders a year.

Harbor Transit provides daily transportation service to hundreds of riders going to work, school, medical appointments, and other needed destinations. Its fleet is made up of 28 wheelchair accessible service vehicles and two trolleys. Most of the buses and vans have a low floor and ramp so boarding for those with a wheelchair or walker can be done easily and safely.

We are looking for someone who shares our same values of serving staff and customers with professionalism, compassion, understanding, and a willingness to help. The part-time Human Resources Manager’s job duties vary greatly from the quiet times of managing Harbor Transit’s benefits and leave policies to the excitement of recruiting and training staff. Someone with prior human resources experience and the ability to provide solid, support and guidance to staff will be a great fit!

A Day in the Life:

- Assists hiring directors and supervisors with recruitment, selection, and onboarding of candidates; develops strategies and plans to develop or increase the pool of qualified candidates.
- Manages the administration of employee benefit programs, including health, dental, vision, retirement, health care savings, paid time off, FMLA leave, ADA, workers’ compensation and other similar employee benefits.
- Provides assistance to departments with progressive discipline, layoffs, unemployment, retirements, retention, and terminations.
- Conducts investigations, inquiries, and assessments of employment related issues as needed. Prepares investigative reports; and makes effective recommendations for action.
- Provides support, guidance, and advice to management and employees relative to interpretation and implementation of Human Resources programs, policies, procedures, and activities.

What You Will Need:

- Bachelor's Degree from an accredited college or university with major course work in Human Resources, Business Administration, Public Administration, or related field. An equivalent combination of a college degree and years of experience and training that provides the required knowledge, skills, and abilities may be considered.
- A minimum of five years of increasingly responsible human resources experience
- Professional certification from HRCI (PHR or SPHR) or SHRM (SHRM-CP or SHRM-SCP) is preferred.
- A love for all people, kindness, and the ability to establish positive, effective working relationships with Harbor Transit staff, board members, community leaders and business owners, the media, and the public.

What We Offer:

- 24 hours a week of work, with an hourly pay range of \$29.24 - \$34.58.
- A flexible schedule, with two days in the office and one day at home.
- A paid time off program to help you keep a healthy work/life balance.
- A voluntary 457 plan, through the Municipal Employees' Retirement System (MERS), to help you save for retirement.
- Employee Assistance Program (EAP) for you and your family.

When you become a Harbor Transit employee, you do more than simply change jobs. You become part of the Harbor Transit family, a group of talented individuals who provide superior customer service to their residents and visitors, love their jobs, embrace change, and celebrate the community.

How to Apply:

- View the full job description online at: www.harbortransit.org
- Send a cover letter and resume to ADumbrell@ght.org
- Any questions can be directed to Andrea Dumbrell, Human Resources Consultant, at 616.604.6309; or Scott Borg, Transportation Director, at 616.842-3220, ext. 5
- Application deadline: open until November 19, 2021, or until filled

Harbor Transit is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law.



Job Description

Position: **HUMAN RESOURCES MANAGER**
Department: Administration
Reports To: Transportation Director
Status: Regular, Part-Time, Non-Exempt
Pay Grade: 7
Revision: 10/21

SUMMARY:

Under the general supervision of the Transportation Director, manages and coordinates human resources functions including benefits, compensation, employee relations, employment, recruitment, workforce development and related work as apparent or assigned.

ESSENTIAL FUNCTIONS:

- Assists hiring directors and supervisors with recruitment, selection, and onboarding of candidates; develops strategies and plans to develop or increase the pool of qualified candidates.
- Manages the administration of employee benefit programs, including health, dental, vision, retirement, health care savings, paid time off, FMLA leave, ADA, workers' compensation and other similar employee benefits.
- Provides assistance to departments with progressive discipline, layoffs, unemployment, retirements, retention, and terminations.
- Conducts investigations, inquiries, and assessments of employment related issues as needed. Prepares investigative reports; and makes effective recommendations for action.
- Provides support, guidance, and advice to management and employees relative to interpretation and implementation of Human Resources programs, policies, procedures, and activities.
- Implements and administers policies, procedures, processes, and informational data to ensure accuracy, effectiveness and compliance with applicable laws, regulations, and guidelines.
- Prepares, disseminates, and maintains various human resources correspondence, reports, presentations, charts, operational procedures, records, and files.
- Develops and/or facilitates training sessions, presentations, orientations to communicate information to various employees, groups, authority board, and management.
- Researches, compiles, and analyzes data for salary evaluations.
- Continuously evaluates operational activities, information systems and data for accuracy, efficiency, and effectiveness.

- Supports the relationship between Harbor Transit and the public by demonstrating courteous and cooperative behavior when interacting with visitors and Harbor Transit staff; maintains confidentiality of work-related issues and Harbor Transit information.
- Performs other duties as assigned.

EDUCATION, EXPERIENCE AND TRAINING:

- Bachelor's Degree from an accredited college or university with major course work in Human Resources, Business Administration, Public Administration, or related field. An equivalent combination of a college degree and years of experience and training that provides the required knowledge, skills, and abilities may be considered.
- A minimum of five years of increasingly responsible human resources experience
- Professional certification from HRCI (PHR or SPHR) or SHRM (SHRM-CP or SHRM-SCP) is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state, and local laws, rules, regulations, and guidelines related to public employment, employee benefits management, and administration compliance.
- Knowledge of research, analysis, development, implementation, and enforcement of all human resources functions, practices, and procedures.
- Knowledge of human resources management, administration principles, practices, and procedures, including succession planning, employee retention, and performance management.
- Proven history of highly collaborative and committed teamwork, creating an atmosphere that encourages ideas and feedback, enthusiasm, and strong servant leadership skills.
- Exceptional relational, communication, and collaboration skills to engage effectively with staff.
- Objective third party in conflict resolution who will research, negotiate, and resolve sensitive, significant, and controversial issues, inquiries, and complaints from both internal and external sources.
- Knowledge of emerging best practices and regulations within the human resources field.
- Technologically savvy with knowledge of computers and related equipment, hardware, and software for utilization of human resources information.

PHYSICAL AND MENTAL DEMANDS:

- Hearing, seeing, speaking.
- Reading, reasoning, problem solving.
- Communicating verbally and in writing to employees, supervisors, and clients.
- Contact with staff and visitors, in person and via phone.

WORK ENVIRONMENT:

While performing the functions of this job, the employee is mostly in an indoor office environment with moderate office equipment noise level; exposed to prolonged periods of sitting

at a desk and working on a computer; minor interruptions from phone calls, emails, coworkers, residents, and board members; and contact with upset employees. Additionally, the employee may occasionally work in or around a maintenance garage. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles and adverse weather conditions. The noise level in the work environment is usually moderate.

Acknowledgment:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description.

Employee Printed Name

Date

Employee Signature