



Genoa Charter Township Employment Opportunity

HUMAN RESOURCES SPECIALIST (PART-TIME)

Job Title: Human Resources Specialist

Reports To: Township Manager and Elected Officials

Status / Schedule: Part-Time; hours to be determined by the Township

Wages: \$31.00-\$36.00 per hour (DOQ)

Date: October 2026

Job Summary

Class Characteristics

This is a part-time professional position Approximately (16 -24 hrs./week) responsible for carrying out a full range of human resources services requiring a high level of skill, responsibility, and confidentiality. This position has a significant degree of difficulty, independent thought, and decisive and timely action.

Essential Duties and Responsibilities

1. Coordinate with the Township's Benefit Broker to manage employee health, dental, vision, life, disability and wellness benefits. Conduct annual reviews for cost effectiveness and make recommendations for updates and changes.
2. Coordinate with the Township's Retirement Broker to manage employee retirement plans.
3. Provide professional coordination of human resources functions and programs including labor relations, recruitment, selection, performance evaluation, training, staff development, classification, job evaluation, benefits, and compensation.
4. Coordinate with the Township's third-party administrator for worker's compensation claims.
5. Plan and conduct comprehensive salary and benefit surveys, perform job evaluation, classification, and class specification development.
6. Propose, present, and make recommendations human resource related programs and costs to the Township Board
7. Coordinate the recruitment process; screen employment applications; ensure applicants meet or exceed minimum qualifications; participate in selection of employees.
8. Create and implement onboarding and offboarding programs, procedures, and standards for Township employees and officials, including new hire orientation and paperwork, benefits enrollment, access and equipment, exit procedures, and final pay and benefits coordination, to ensure they are applied consistently.
9. Design, coordinate, and administer written, performance, and/or oral employment evaluations; ensure that evaluations and interviews are conducted in accordance with Federal and State Laws and Township policies and procedures.
10. Monitor legislation and analyze proposed legislation to determine impact on Township operations and programs.
11. Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding human resources programs and services; receive and respond to complaints and questions relating to human resources; review problems and recommend corrective actions.
12. Assist in employee discipline and, if necessary, termination, ensuring that disciplinary actions are conducted in accordance with Federal and State Laws and Township policies and procedures.

13. Serve as backup and redundancy support for the MHOG Utilities human resources professional, while the position is shared between MHOG Utilities and Genoa Charter Township; provide coverage for human resources functions during absences, vacancies, and periods of high workload.
14. Serve as backup to the Township's payroll employee and assist with payroll-related issues, including processing payroll during absences, resolving employee pay and benefit deduction questions, and coordinating with the employee responsible for payroll.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

1. Possess a Bachelor's degree from an accredited college in human resources management, public administration or a related field, or have equivalent experience in a Human Resources position.
2. Three years of professional level human resources experience.

Knowledge of

1. Principles and practices of labor relations, selection, recruitment, job evaluation, benefits administration, training, classification, and compensation.
2. Principles and techniques of human resources management and program administration.
3. Organizational and management practices as applied to the analysis, evaluation, development and implementation of human resources programs, policies and procedures.
4. Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
5. Principles and practices of performance evaluation, training, and staff development.
6. Project management principles and concepts.
7. Research and reporting methods, techniques, and procedures.
8. Sources of information for a broad range of human resources programs, services, and functions.

Skill In

1. Planning, organizing, and prioritizing work assignments and projects.
2. Implementing, interpreting and explaining complex policies, procedures, rules and regulations.
3. Conducting analytical studies, compiling statistical and economic data, evaluating alternatives, and making sound recommendations.
4. Use of common office software including Microsoft Office Suite and specialized human resource applications.

Ability To

1. Exercise sound independent judgment.
2. Occasionally attend evening township board meeting.
3. Periodically work hours in excess of 16-20 hours in weeks where absences and workload require additional effort.
4. Assist with selecting, training, and evaluating staff.
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Represent the Township effectively in interactions with internal and external sources.
7. Prepare clear, concise, and competent reports, correspondence, and other written materials.

Physical Demands

Physical demands described here 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.

1. 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; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

Work Environment

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally will work 100% indoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel may be required.
3. Noise level in the work environment is usually moderate.