

# Charter Township of Ypsilanti

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## ***HUMAN RESOURCES GENERALIST***

### ***Non-Union Position***

### ***Exempt***

#### **Summary**

Responsible for performing Human Resources related duties at a professional level and may carry out responsibilities in the following areas: Employee benefits, payroll, health and safety, recruiting and employment, employment relations, training, and policy development. Attention to detail, excellent customer service, and ability to maintain full and complete confidentiality of all employee information and Township records.

#### **Supervision Received**

Works under the supervision of the Human Resource Manager, however, the employee must use initiative, discretion, and specialized knowledge in the attainment of desired objectives.

#### **Responsibilities and Duties**

*An employee in this position may do any or all of the following essential duties. (These examples do not include all of the duties the employee maybe expected to perform.)*

1. Assist with benefit administration including enrollments, changes, terminations, reconcile benefit statements, open enrollment, and communicating benefit information to employees.
2. Process required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
3. Assist in the development and implementation of personnel policies and procedures.
4. Collaborate with department managers to understand skills and competencies required for open positions and assist with recruitment and interview process.
5. Track status of candidates, respond with follow-up letters at the end of the recruiting process.
6. Assist new hires with completion of payroll documentation including I-9 forms verifying documentation and maintain I-9 files.
7. Plan and conducts new employee orientation.
8. Responds to inquiries regarding policies, procedures, and union contracts.
9. Complete and respond to wage and compensation surveys.
10. Gather, review and input timesheets for payroll purposes. Maintain employee time records.
11. Assist Accounting Department with budget preparation.

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12. Maintains a concise and comprehensive filing system, including handling of confidential documents.
13. Assist or prepare correspondence as requested.

### **Essential Functions, Qualifications and KSA's for Employment**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Ability to critically assess situations and maintain confidentiality in daily operations.
- Conduct daily duties in a professional manner.
- Knowledge of applicable local, state, and federal laws, rules, and regulations.
- Knowledge of the professional principles, practices, and techniques of HR.
- Ability to gather data, conduct research, prepare accurate records, reports, notices, memos, and letters.
- Strong communication skills: Verbal, written, and presentation.
- Must possess and maintain a valid Michigan Driver's License with a good driving record.
- Proficiency with Microsoft Office software applications.
- Strong organizational skills and the ability to complete multiple tasks within established and changing deadlines.
- Must have strong attention to detail skills.
- Must be a proven self-starter with the ability to work in a team environment.
- Three or more years of experience in human resources, preferably with some experience in a municipality.
- Bachelor's degree in Human Resources or related field; or any combination of education and experience that provides knowledge to perform the essential duties of the job may be substituted for degree.
- SHRM or HRCI certification is preferred.

### **Physical Demands and Work Environment**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

While performing the duties of this job, the employee is regularly required to talk, hear, and communicate with others in person, by phone and/or through electronic devices and review and produce written and electronic documents. The employee frequently is required to use hands to handle or feel and to reach with hands and arms. The employee is required to sit, stand, walk, stoop, and kneel. The employee must occasionally lift and/or move items of light weight. Employee will be required to sit for long periods of time.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment can range from quiet to moderately loud.

Ypsilanti Township  
August 2026  
Salary: \$65,000/year