



## Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

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(248) 209-2615 FAX

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## Human Resources Specialist

**Division:** Human Resources

**Department:** Human Resources

**Supervisor:** Human Resources Director

**FLSA Status:** Exempt- Administrative

### Qualifications:

1. Bachelor's degree in Human Resources or related field required.
2. A minimum of two (2) years of experience performing general human resource functions or duties.
3. Minimum of one (1) year experience in recruitment, onboarding, fringe benefits administration, and employment laws.
4. Two (2) years experience working with computer applications, especially using Windows environment for word processing, HRIS/HCM systems, and spreadsheet applications. Microsoft Office 365 experience preferred.
5. Valid Michigan Driver's License and access to reliable transportation required.

### Job Mission:

Assist with the provision of human resources services. Further, the Human Resources Specialist is responsible for using his/her independent judgment and discretion with regards to marketing of the programs, monitoring of the problems, dispute resolution of programs, and team supervision.

### Essential Duties:

1. Assists in the administration of the agency employee handbooks, union contract, assists in the resolution of employee issues, and day-to-day administration of Human Resources operations.
2. Recruits and makes recommendations for hire, placement, and promotion for staff positions below the Associate Director level and orients new staff members.
3. Assists with all the agency human resources functions. Including updating Standard Operating Procedures, Job Descriptions, the Salary Ranges and Unemployment Insurance.
4. Assists with the administration of workers' compensation, employee leave, and agency fringe benefits.
5. Assist in the maintenance of all records, files, and documents.
6. Carry out other duties as assigned.

### Hours & Wage

\$948.40 per week; 40 hours per week; 52 weeks per year

### Location

Pontiac

**OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** Human Resources Specialist

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	4	
Stand	1	
Walk	1	
Bend/Stoop	1	Reaching for files in low cabinet drawers

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	
Crouch	Yes	
Balancing	Yes	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
<b>Weight Carried</b>	<b>11-25 lbs</b>	

	Pounds	Comments
<b>Weight Lifted</b>	<b>Up to 10 lbs</b>	

**Date:** Feb 5, 2025