

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
Fax: (906) 524-8106



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8400
Fax: (906) 524-8106

KBOCC Mission Statement: *Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.*

JOB DESCRIPTION

POSITION: Human Resources Director

LOCATION: Keweenaw Bay Ojibwa Community College
770 N. Main St.
L'Anse, MI 49946

SALARY: Grade 13

SUPERVISORY CONTROL: KBOCC President

SUMMARY:

Seeking an experienced HR Director with outstanding people skills to manage our personnel and ensure that our Human Resources programs and initiatives are effective, efficient, and aligned to overall business objectives. Processes payroll and maintains payroll records and documentation necessary to substantiate and record all payroll related activities.

QUALIFICATIONS:

- Master's degree or higher in Business Administration (MBA) or higher preferred.
- Candidates with a Master's degree in other business fields will be considered.
- Candidates with a Bachelor's degree which includes coursework emphasis in human resources business, or organizational development AND a minimum of three years of work experience which includes performing human resources functions AND a minimum of one year full-time work experience in a management capacity that includes supervision of staff will be considered.

DUTIES:

- Specialized training in employment law, compensation structures, organizational planning and development, employee relations, training, safety, and active affiliations with Human Resource professionals and or organizations preferred.
- Familiar with state, federal, and tribal regulations regarding employment.
- Must have knowledge of principles and procedures for personnel recruitment selection, training, compensation and benefits, and personnel information systems.
- Must have knowledge of administrative and clerical procedures and systems such as

word processing, managing files and records, designing forms, and other office procedures and terminology.

- Must possess a valid and unrestricted state driver's license, a good driving record, reliable transportation, and vehicle insurance.
- Strong ability to analyze information, listens effectively to problem symptoms, and resolve complex problems.
- Must maintain strict confidentiality.
- Maintains lists of eligible employees, and applicants.
- Administers required in-service training programs for all employees.
- Assists supervisors in counseling employees regarding problems affecting their work performance.
- Interprets and explains personnel policies and procedures, rules, processes, and regulations to department heads, employees, and applicants.
- Assists employees with the orientation process and maintains completed checklists.
- Administers Random drug testing to employees to remain compliant with the Drug Free Workplace policy.
- Represents the KBOCC at personnel-related hearings and investigations.
- Other duties as assigned by Supervisor.

RESPONSIBILITIES:

- Excellent communication and interpersonal skills are essential and have ability to motivate and organize.
- Prior work experience with developing and managing budgets.
- Ability to work well in a team environment. Demonstrated ability to work well independently without direct supervision.
- Proficient computer skills are required with previous experience using Microsoft Office software (Word, Excel,) and HRIS software preferred.
- Leads the process of filling staff vacancies through recruiting, screening, setting up interviews and testing applicants for posted positions at the discretion of the hiring authority.
- Implements and updates compensation program as approved by the Board of Regents prepares job descriptions for approval; conducts salary surveys and develops merit programs at the direction of the President; analyzes the compensation system; monitors performance evaluation program and revises as directed by the President.
- Develops systems and procedures for carrying out the employee reclassification policy.
- Develops, recommends, and implements departmental and personnel policies and procedures; prepares and maintains handbook on policies and procedures.
- Maintains employee information such as personal data, compensation, benefits, performance reviews, employee disciplinary reports, and medical information.
- Reviews and processes applications to ensure all required documentation has been submitted.
- Must comply with §107(C) of the TERO and work closely with the TERO Office.
- Prepares annual budget for the department.
- Monitor and report on legislation that may affect KBOCC HR practices.

- Prepares required employee notices, letters, status reports, etc. for signature by the President.
- Updates employee files to document personnel actions and to provide information for payroll and other uses.
- Examines employee files to answer inquiries and provides information to authorized persons.
- Enters appropriate information into computer utilizing the HRIS.
- Compiles data from personnel records and prepares reports.
- Ensures necessary pre-employment requirements are completed, including Pre-employment physicals, drug screens, and Security Background Checks. May perform reference checks and previous employment verifications to ensure eligibility of applicants.
- Compiles and maintains records for use in employee benefits administration.
- Submit bi-weekly distribution emails to staff and administration informing them of the need to
- submit timecards in a timely manner accurately.
- Review employee timecards to ensure Fund Number, hours, and supervisor signature are accurate.
- Process and submit bi-weekly payroll for direct deposit including issuing checks for deductions
- and submitting 403b plan contributions.
- Process, report, and submit bi-weekly EFTPS payments.
- Process, report, and submit monthly MTO payments.
- Process, report, and submit quarterly MI UIA payments.
- Process, report, and submit quarterly 941, MI Form 5080, and file MI UIA quarterly reports.
- Process monthly health insurance purchase requests.
- File payroll reports and documents as necessary based on pay period and reporting form.
- Issue year end W-2's, 1099-MISC, and 1099-NEC.
- Other minor or incidental tasks as assigned.
- Prepares quarterly reports for the President.
- Works closely with department managers to ensure compliance with hiring policies and procedures.

PRE-EMPLOYMENT TEST:

Employment is contingent upon the satisfactory result of a Security Background Check, DHS Clearance, pre-employment drug testing and pre-employment physical.

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

- Crimes of violence

- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

Crimes of violence
Molestation
Contact with or prostitution
committed against children

Sexual assault
Exploitation
Crimes against persons Offenses
Child abuse or neglect

INDIAN PREFERENCE:

Preference will be given to qualified individuals of Native American descent.

VETERAN PREFERENCE:

Preference will be given to veterans (need DD214).

Closing Date: Open until filled

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

APPLICATION PROCEDURE: Submit an official KBOCC application, cover letter, resume, three current letters of references, and your certifications/official transcripts to:

KBOCC Human Resource Office
770 N. Main St
L'Anse, MI 49946
OR email hr@kbocc.edu with all documentation

Official KBOCC applications can be found on our website:

<http://www.kbocc.edu/employment/>