

LEGISLATIVE COUNCIL POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: Human Resources Generalist

AGENCY: Legislative Service Bureau

DIVISION: Business Office – Human Resources

SALARY SCHEDULE RANGE:

STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

The Human Resources Generalist provides administrative support and professional-level HR assistance for Legislative Council agencies and the Michigan State Capitol Commission (MSCC). Individual assists with administering HR functions in accordance with state and federal laws and Council policies. This position carries out responsibilities in the following functional areas: payroll and timekeeping; onboarding, offboarding, and orientation; recruitment; records management, and employee relations. Individual maintains a customized HRIS, creates forms and checklists, processes payroll transactions and biweekly timesheets, assists with employee intranet website, filing, and other HR-related functions. Employee reports to the Legislative Service Bureau (LSB) HR Director.

EXAMPLES OF WORK:

- Provides HR support to supervisors and employees, such as maintaining personnel files and electronic records, responding to employment verifications, and distributing and uploading job postings.
- Serves as the initial point of contact for employees regarding HR issues, providing resources and follow-up as needed. Educates staff on HR policies and procedures.
- Maintains various HR Office records, computerized databases, and personnel files. Prepares and updates reports, forms, checklists, and other correspondence incidental to the work.
- Compiles reports and enters/extracts data from various HRIS and payroll software programs.
- Serves as subject-matter expert for the electronic timekeeping system. Answers timekeeping questions from staff, supervisors, and timekeepers and provides training as needed. Serves as liaison to Executive Branch for timekeeping and security matters. Maintains master work schedule for LSB Divisions and Council agencies.

- Conducts biweekly timesheet audit for payroll processing by checking for accuracy and policy compliance. Initiates guidance to staff and supervisors for timesheet entries.
- Handles HRIS entries for payroll and benefit processing. Calculates and enters biweekly payroll transactions for new and departing employees, insurance changes, merit increases, and other employee life event or job changes. Attends bi-monthly HRCN meetings.
- Assists with recruiting and interview activities, including scheduling interviews, and screenings, participating in interviews, conducting reference checks, and other hiring logistics.
- Processes uniform requests by assisting with selection, ensuring order accuracy and delivery, and overseeing office processing.
- Assists with employee onboarding and offboarding by preparing orientation packets and conducting orientation, notifying other departments of new staff, providing employee self-service training to new employees, and creating new employee personnel files.
- Inputs, prepares, and maintains data on the employee intranet, such as organizational charts, benefit content, the online staff directory, telephone roster, and news articles.
- Assists with emergency management duties.
- Serves as the agency SECC (State Employees Charitable Campaign) Coordinator and creates informational materials for staff distribution. Attends volunteer training meetings and assists staff with SECC open enrollment.
- Contributes to special projects and functions as assigned, such as creating specialized reports and databases; preparing booklets and flyers; organizing and executing employee events, etc.
- Assists with the service award recognition program.
- Contributes to HR process improvement to help increase employee satisfaction and retention and streamline HR processes.
- Performs other duties as assigned.

MISSION STATEMENT PRINCIPLES AND GOALS:

- Displays a team-oriented attitude toward co-workers and other Legislative Council Agency staff.

- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments so as to better serve the Legislature.

KNOWLEDGE, SKILLS, AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

- Knowledge of general human resources functions and best practices.
- Strong interpersonal and communication skills with an employee-focused approach.
- Knowledge of correct English usage, grammar and punctuation, and acceptable formatting style for reports, correspondence, etc.
- Ability to learn Legislative Council operations, policies and procedures, union contract details applicable to payroll, and related human resources laws.
- Ability to maintain records and prepare reports, correspondence, and informational materials related to the work.
- Ability to demonstrate time management skills and manage multiple priorities while meeting deadlines.
- Ability to handle sensitive information with confidentiality and professional ethics.
- Ability to interact with staff at all levels and foster positive communication.
- Ability to collect and interpret data and compile into reports.
- Ability to organize and execute officewide events and programs.
- Ability to adapt to shifting demands and opportunities.
- Ability to confidently learn and use agency-specific databases and software programs.
- Ability to perform mathematical computations with accuracy.
- Ability to make independent judgments and promote accountability, professionalism, and policy compliance throughout the workplace.
- Ability to work independently and collaboratively as part of a team.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Bachelor's degree in Human Resources, business, or a related field required.
- Prefer 2+ years' administrative experience, with at least one year of experience in a generalist or HR role.
- Skilled in payroll software and HRIS systems, Microsoft Office applications, and database programs required.
- Strong organizational and analytical skills with attention to detail required, with ability to prioritize work and meet deadlines.
- Excellent communication, interpersonal, and conflict-resolution skills required.
- Equivalent combination of education and experience acceptable.

NECESSARY SPECIAL REQUIREMENTS:

- Occasional overtime and irregular hours as required.

Revised June 18, 2026