Working Wednesdays is a monthly communication consisting of recent job postings, distributed on the first Wednesday of each month to MAELR students and alumni as a professional resource.

All announcements are downloaded in their original format in order to maintain the integrity and accuracy of each posting.
Under minimal supervision, administer Employee/Labor Relations programs. Mitigate risk through the consistent and equitable application of policies and procedures consistent with the collective bargaining agreements and federal and state employment laws and regulations.

Utilize corporate and employee policies and procedures to resolve complex employee and management inquiries that arise as a result of daily work routines. Identify, analyze, and develop solutions to business problems. Develop, research, and analyze information to support Human Resource policies and procedures. Interpret collective bargaining agreements as well as federal and state legislation. Administer activities related to Employee/Labor Relations programs, including Equal Employment Opportunity (EEO), unemployment, litigation, retention, termination, turnover, union relations, grievance handling and severance issues.

May assist in conducting difficult employee counseling sessions regarding EEO charges, Americans with Disabilities Act, performance, termination, and other topics. Maintain professional knowledge in area of expertise through conferences, professional publications and seminars. Partner with UAW to facilitate joint program activities. May assist in contract negotiations, preparation, and execution. May provide guidance to lower level employees. Aid in the development, maintenance, and production of monthly, quarterly, or annual reports as required.

- Bachelor’s Degree in Business Administration, Human Resources Management or related area preferred.
● Five (5) years experience in Human Resources or related area.
● Strong analytical, organizational, problem resolution, verbal and written communication skills.
● Ability to work effectively in a team environment.
● Thorough knowledge of applicable Human Resources laws (i.e., ERISA, FMLA, FLSA, OSHA, etc.).
● Other related skills and/or abilities may be required to perform this job.

All qualified applicants will receive consideration for employment without regard to, among other grounds, race, color, religion, sex, national origin, sexual orientation, age, protected veteran status or status as an individual with a disability.

Postings 2.

Supplier Labor Relations
Chrysler Group LLC - Auburn Hills, MI
Posted: 1/1/0001

The Supplier Labor Relations role is responsible for identifying and mitigating or eliminating potential production interruptions that could be caused by union-relations related supplier issues. This role will monitor and track all union supplier collective bargaining agreements and commercial contract expiration dates and maintain FCA's internal system with accurate information. The successful candidate will analyze the plant / vehicle line impact to FCA in case of a labor disruption as well as research and gather all intelligence, background information and details pertaining to the supplier's negotiations including: the number of workers, labor costs, industry and pay levels, AVOB, open commercial issues, open union issues and future programs and sourcing. This role will communicate with Purchasing, OGC and manufacturing leadership and the corresponding manufacturing HR business partners about potential risks, negotiations updates and issue resolutions. The successful candidate will advise union leadership and supplier management about their respective industry, labor costs and price expectations.

Basic Qualifications:
● Bachelor's degree
● Minimum 5 years of experience in purchasing / supplier relations, labor relations, supply chain management and/or finance / source planning

Preferred Qualifications:
● MBA or law degree
● Proficient in Microsoft Office Suite
Demonstrated leadership ability
Ability to communicate with all levels of employees from hourly to senior leadership
Negotiations experience
Contract interpretation skills
Financial acumen
Risk analysis and risk management experience
Legal awareness
Understanding of internal organizations and how they interface: HR, Purchasing, Legal, Supply Chain Management, Manufacturing and Finance
Change management experience

FCA US LLC is proud to extend to its employees a compensation and benefits package that is designed to retain their talent and to motivate and reward job performance. Our present compensation program provides for competitive, market based salaries, and annual vacation and holiday time off. We make available a comprehensive health care benefits plan which, depending upon the employee’s role, includes medical, dental, vision and prescription drug coverage. We also offer a disability absence plan, group and optional life insurance program, savings plan, tuition assistance, and vehicle purchase and lease discounts for certain employees, and for their family and friends.
Equal Opportunity Employer Minorities/Women/Protected Veterans/Disabled.

Posting 3.

Sr HR Emp Relations Consultant-4HE14
Detroit Medical Center - Detroit, MI 48222
Posted: 12/3/2014

Provides advice to human resources and management with emphasis on labor and employment issues, including the representation of management’s interests in arbitrations, and representation in administrative hearings relating to outside agency investigations, charges and hearings, including providing input to the defense against charges of unfair labor practices. Under direction of the corporate legal department responds to government complaints and investigations, responds to subpoenas and information requests. Responsible for the direction and administration of the Dispute Resolution Process under the guidelines of Tenet’s Fair Treatment Process

Performs and/or coordinates a high level of research, preparation and presentation of human resources information, using a wide variety of resources, including the development, revision, and communication of human resources policies, procedures and templates.

Provides expert interpretations and guidance to all levels of management, other human resources staff members and employees regarding employee and labor relations issues,
policies, relevant laws and DMC employee relations strategies. Keeps customers apprised of developments related to services provided (e.g. results of arbitration decisions, outside agency complaints and investigation as well as ULP charges) and provides guidance on the implications of such rulings. Conduct internal investigations involving violations of Tenet’s Compliance Policies and Standards of Conduct. Assists in ensuring that preventative or corrective measures are developed and implemented to mitigate the possibility of actions against the DMC. As needed, designs and presents employee/labor relations training including union avoidance presentations. Assists in the development and implementation of operating unit strike plans. Works as a team member and demonstrates behavior consistent with the DMC's Customer Service Standards. As a customer-focused HR representative, must be accessible, flexible, knowledgeable and responsive to customers' and team members' requests. Performs other duties as assigned. Minimum Qualifications Bachelor's degree in Business Administration, Human Resources or industrial relations or closely related degree. 2. An advanced degree in labor relations, business administration, Juris Doctor, or specialty which requires conflict mediation, preferred.

3. Four years of progressively more responsible analytical experience in professional human resources services, preferably in employee/labor relations, or in systems management and in systems methodology. Work Shift Days Benefit Status FULL TIME Bi-Weekly Hours 80 Work Week M-F

Apply Now

What do YOU think?

United States: You've Got Mail: The NLRB Unlocks Employer Email Systems For Union Organizing And Other Protected Concerted Activity

Last Updated: February 2 2015
Article by Robert K. Sholl and Timothy T. Lecher
Reinhart Boerner Van Deuren S.C.

Retrieved from:
http://www.mondaq.com/unitedstates/x/370680/employee+rights+labour+relations/Youve+Got+Mail+The+NLRB+Unlocks+Employer+Email+Systems+For+Union+Organizing+And+Other+Protected+Concerted+Activity
Posting 4.

Birmingham, City of

Job Summary
Company
Birmingham, City of
Location
Birmingham, MI 48009
Industries
Business Services - Other
Job Type
Full Time
Employee
Job Reference Code
487960

Human Resources Coordinator

About the Job

Human Resources Coordinator
The City of Birmingham, MI (EOE) is seeking qualified candidates for
the position of Human Resources Coordinator. Under the supervision
of the Human Resources Manager, this position provides technical
services in the areas of Human Resource administration.

Work is of a professional nature and involves administrative support for
all personnel functions. Work requires independent judgment, initiative
and discretion based on a knowledge of administrative policies and
procedures in the performance of daily activities. Work requires
involvement in recruitment and selection activities, employee relations,
benefits administration, labor contract administration, personnel records
maintenance, and related responsibilities classified as confidential and
sensitive. Performs related duties and completes general municipal
special projects as assigned.

Minimum Requirements:

?? Bachelor’s Degree in Human Resources, Personnel Administration,
or a closely related field.

?? A minimum of 2 years of professional work experience in Human
Resources operations.

?? Specialized training or experience in employment law, recruitment, benefits administration, employee relations, personnel administration, and labor relations is preferred.

?? Applicants must have the ability to work under general policy direction, and work effectively with staff at all levels.

?? Excellent written and verbal communication skills, and well-developed PC skills are required.

Salary and Benefits:

?? Salary range of $44,908 - $57,489 depending on qualifications.

?? Benefits include Paid Time Off, medical, dental, vision, 401A, Retirement Health Savings, 457, Life Ins, FSA, Short/Long-Term Disability, Tuition Reimbursement.

About the Department

The City’s Human Resources Department is responsible for all personnel and benefits related activities, including employee recruitment and selection activities, collective bargaining with the City’s five labor unions, and administering wages and benefits for all City employees.

The City currently employs 141 full-time employees and 104 part-time employees.

Click to apply at: http://www.bhamgov.org/jobs
About the Opportunity:

Whiteline Express, Ltd. is a privately owned transportation subsidiary of Plastipak Packaging, Inc., a global leader in the plastic packaging industry. We are looking for a dynamic Human Resource Coordinator to assist with the HR functions of the organization.

ESSENTIAL FUNCTIONS:

- Partners with employees and management to communicate various Human Resources policies, procedures, laws, standards and government regulations.
- Responds to employee relation issues such as employee complaints, harassment allegations, and civil rights complaints.
- Facilitates and/or provides training (including orientation) to the workforce.
- Interviews, screens, and recruits job applicants to fill entry level, driver professionals, and technical job openings.
- Manage, process, and educate employees on benefits and leaves; including personal, STD, and FMLA.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
Bachelor's degree Human Resources Management, Business, or a related field preferred.
One year experience in Human Resources preferred.
Knowledge and skills in latest HR practices, OSHA reporting, employee relations and labor laws (EEOC, FMLA, COBRA, HIPPA, Affirmative Action, ADA, etc...)
The ability to research and analyze various different type of data information.
Must have the ability to make recommendation to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation or government law.
Ability to organize and prioritize work.
Excellent oral and written communication skills.
Create and conduct training programs.
Knowledge of Transportation Industry preferred.
Federal Motor Carrier Safety Administration Regulations, & State Regulations preferred.
Knowledge of Driver Recruiting Practices preferred.

BENEFITS

Our competitive salary and benefits package includes company matching on 401k, dental and medical insurance, disability benefits, prescription coverage, life and AD&D insurance, casual dress, paid vacation, and paid holidays.

APPLY

- All Whiteline Express jobs
- View similar jobs
- All Plymouth, MI jobs
- Browse all jobs

Back to Job Search Results

Posting 6.

Job Number:227697929
Company Name:Central Michigan University
Location:Mount Pleasant, MI
Position Summary

The duties of this position consist of directing and conducting basic employee relations activity with university faculty, to include, but not be limited to: collaborating with senior university officials regarding faculty collective bargaining issues; serving as a member of the administrative collective bargaining team; developing, researching, and maintaining data for collective bargaining; providing contract interpretation and ensuring compliance with the bargaining contract; making recommendations related to potential exceptions to bargaining contract provisions or to university policy; advising academic departments and deans regarding departmental processes and bylaws; working directly with faculty union leaders to resolve complaints/concerns; conducting grievance investigations, and making recommendations for resolution of grievances; preparing for arbitration; providing general guidance to senior university officials relating to faculty employee relations.

Required Qualifications

Bachelor’s degree in the liberal arts, business, management, information systems or related field. Five, or more, years of professional experience, specifically with employee relations issues. Demonstrated proficiency in both oral and written communication. Strong organizational skills, as well as the demonstrated ability to work with a diverse clientele, and within a unionized environment. Demonstrated competence in utilizing personal computers and computerized information systems. Ability and willingness to establish and maintain positive interpersonal relationships throughout campus. Demonstrated leadership, management and problem-solving skills. Knowledge of labor and employee relations laws, including those defining disability status; Ability to perform the essential functions of the position, with or without reasonable accommodation.

Preferred Qualifications

Law or other related advanced degree. Applicable work experience in higher education, including familiarity with academic policies and procedures in higher education. Demonstrated quantitative skills. Familiarity with mainframe based HR and Financial computer systems (SAP preferably).

Duties & Responsibilities

Engages daily with faculty, staff, senior administrators, and outside parties on occasion, with regard to faculty bargaining contract issues; provides interpretation of bargaining contract terms/conditions/definitions; Provides the faculty union leadership with various reports, as required by the bargaining contract; Establishes a schedule of regular meetings with faculty union leadership; Monitors the regular meetings between faculty and their academic supervisors and provides reports of these meetings to the various academic deans; Ensures that the personnel files for all faculty are properly maintained; Develops, researches, and maintains data relevant to faculty issues; and ensures accurate archiving of prior contractual issues; Establishes and maintains contacts at other universities; Reviews all
academic department Bylaws; suggests revisions to language of Bylaws; Serves as inquiry officer and/or investigator of all complaints registered against faculty members; Moderates disputes; attempts resolution of disputes; Helps with management of formal grievance resolution process; Functions as coordinator for review of disability claims/issues within the Academic Division; Represents the office and the division on various university committees; Conducts research on a variety of projects integral to departmental operations; Originates correspondence concerning faculty employee relations and other academic matters; Assists with review of faculty employment applications, where necessary. Performs other similar and related duties, as assigned. 

Position Number: 34330

**Type of Recruitment**: External

**Position Title**: Dir/Faculty Employee Relations

**Required Qualifications**: Bachelor's degree in the liberal arts, business, management, information systems or related field.

**Preferred Qualifications**: Law or other related advanced degree.

**Duties & Responsibilities**: Engages daily with faculty, staff, senior administrators, and outside parties on occasion, with regard to faculty bargaining contract issues;

**Employee Group**: Professional & Administrative -Salary

**Staff Pay Level**: 4

**Pay Range**: Commensurate with Qualifications

**Division**: Academic Affairs

**Department**: Faculty Personnel Services

**Position Status**: Regular

**Employment Status**: Full-Time

**FTE**: 1.0

**Position Type**: 12 month

**Weekly Work Schedule**: Monday through Friday; 8:00 - 5:00 (weekends and evenings as necessary)

**At Will?**: No

**Location**: Mount Pleasant, MI

**Posting Begins**: 12/07/2014

**Posting Ends**: 01/09/2015

**Open Until Filled**: Yes
Posting 7.

Executive Director, Human Resources

St. Joseph Mercy Oakland Pontiac, MI 1/13/2015

Apply Now

JOB DESCRIPTION

- Bachelor’s Degree
- 5-7 years of experience required
- **Accountability Objectives:**
  - Responsible for operational leadership of Human Resources at a designated Regional Health Ministry (RHM).
  - Implements HR programs, services and initiatives to support the RHM and the South East MI Region. Works with
  - Regional Leaders, Chief Human Resources Officers (CHRO), Executive HR Directors and System Office HR Leaders
  - to support HR service strategy; ensures local HR programs, services and initiatives are appropriately aligned with
  - Region objectives. Collaborates with and serves as a trusted advisor to RHM and Region Leaders.

- **Education**
  - A Bachelor’s degree in Healthcare Administration, Business Administration or related field. Master’s
  - degree in health care administration, business administration, or related field, preferred.

- **Special Skill / Aptitudes**
  - Solid understanding of health care standards, technologies, practices, and applicable state and federal
  - regulations and accrediting agency requirements.
  - Leadership and management skills necessary to foster the growth and development of direct reports, motivate
  - individuals and teams, and resolve problems in a diplomatic professional manner.
  - Interpersonal and relationship management skills necessary to effectively develop and foster collaborative
  - working relationships with all levels of staff/management/leadership, influence results, and garner support.
  - Excellent oral and written communication, persuasion, negotiation and presentation skills. The incumbent
• must be able to clearly articulate and demonstrate commitment to care, and the mission and values of the
• Region and to inspire active support.
• Strong analytical and critical thinking skills necessary to conceptualize ideas in an unstructured, fast-paced,
• dynamic and multifunctional environment requiring creativity, innovation, foresight, and mature judgment.
• Willingness to operate in a collaborative, shared leadership environment.
• Must possess a personal presence that is characterized by a sense of honesty, integrity, and caring with the
• ability to inspire and motivate others to promote the philosophy, mission, vision, goals and values of CHE
• Trinity Health.
• Excellent customer service orientation skills necessary in order to deal effectively with various levels of
• hospital personnel, outside customers and community groups.
• **Required Experience**
• Five or more years of progressively more responsible related work experience.
• **Duties / Responsibilities:**
• 1 Knows, understands, incorporates, and demonstrates the Mission, Vision, and Values in behaviors, practices,
• and decisions of CHE Trinity Health and the Region.
• 2 Works with Regional CHRO and RHM Executive HR Directors to develops short-term and long-range
• goals, objectives, and operational strategies for service delivery and provides leadership to RHM HR
• 3 Provides oversight and direction in the delivery of HR operations including:
• providing management oversight and support to the HR team;
• * providing mentoring, coaching, performance assessment and feedback;
• * advising on professional development and quality performance, and giving informal coaching, mentoring or
• guidance to other local HR team members
• 4 Collaborates with Regional and HR specialty leaders in order to determine locally-defined
• approaches/solutions (when business situations warrant) and develops action plans and facilitates the
• implementation of HR services.
• 5 Engages and partners with local RHM leadership and management on
developing action plans and initiatives
• focused on improving work relationships, building morale, and increasing employee engagement,
• satisfaction, productivity and retention.
• 6 Engages, communicates and educates RHM leadership and management on significant, relevant changes in
1. HR policies and programs.
2. Collaborates and actively participates with compensation & benefits leaders to identify and determine local business needs. Works to establish an effective approach to implementing, communicating and processing compensation and benefits programs.
3. Leads local efforts to analyze and evaluate results of employee and executive performance management processes; identifies gaps and proposes plans to close such gaps.
4. Performs context/analytic support to business leaders which involves providing guidance in interpreting and ascertaining business/operational reports and performance analysis data as it pertains to the areas of Talent and Workforce Management and other HR Operations.
5. Partners with business leaders to determine appropriate workforce measures and metrics needed to assess colleague performance and overall business impact. Analyzes and presents workforce measures and other related metrics to Regional CHRO and RHM leaders for use in resolving issues and driving business.
6. Collaborates with Colleague & Labor Relations to understand, analyze and support needs for the respective RHM, which may include planning for and responding to union organization efforts and implementing union representation management programs and tools supporting labor contract negotiation and interpretation.
7. Supports action plans and initiatives focused on driving employee engagement to support departmental and organization strategic objectives.
8. Meets SJMHS Guiding Behaviors and Caring Standards including interpersonal communication and professional conduct expectations. Knows, understands, incorporates and demonstrates the CHE Trinity Health Mission, Vision and Values in behavior, practices and decisions.
9. Maintains a working knowledge of applicable Federal, State and local laws and regulations. Trinity Health's Organizational Integrity Program, Standards of Conduct as well as other policies and procedures in order to ensure adherence in a manner that reflects honest, ethical and professional behavior.
10. Must be able to set and organize own work priorities, and adapt to them as they change frequently. Must be able to work concurrently on a variety of tasks/projects in an environment that may be stressful due to time.
Must be able to travel to the various CHE Trinity Health sites as needed. To perform this job successfully, an individual must be able to perform the competencies/essential functions satisfactorily with or without reasonable accommodation. Disclaimer: The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. Demonstrates and actively promotes an understanding and commitment to the mission of St. Joseph Mercy Oakland through performing behaviors consistent with the Trinity Health Values. Maintains a working knowledge of applicable Federal, State, and Local laws and regulations, the Trinity Health Organizational Integrity Program, including the Standards of Conduct, Code of Ethics, as well as other policies and procedures in order to ensure adherence in a manner that reflects honest, ethical and professional behaviors. Supports and conducts one’s self in a manner consistent with customer service expectations.

Employment Type Full-Time
Job Type Human Resources, Management
Education 4 Year Degree
Experience Not Specified
Manages Others Not Specified
Industry Other Great Industries
Required Travel Not Specified
Job ID US-246013

Apply Now
Posting 8.

Human Resources Manager

Lansing, MI

Details

Date Posted
Jan 23, 2015
Hiring Industry
Business Services
Area(s) of Expertise
Employee/Labor Relations
Total Compensation
$100K to $125K
Experience
5 - 7 years
Location
Lansing, MI

Description

Industry: Distribution
Job Description: This large distribution and manufacturing complex needs a strong HR leader to lead this unionized multi-site operation. You will lead a team in partnering with this distribution, manufacturing and transportation hub in all facets of HR—Career development, labor relations, Talent management, workforce planning, staffing, etc....

Your proven background in driving business strategy while maintaining and improving employee engagement and productivity will be a key to your success.

Necessary years experience: 6+ years HR experience; experience working in a collective bargaining environment.

Education Requirements: Masters or JD preferred

Qualifications: Strong communication and leadership skills will be required

Apply Now
We are PepsiCo, one of the most iconic and recognized consumer brands around the globe! With net revenues of over $65 billion and almost 300,000 employees worldwide, PepsiCo’s approach at work is full force – never settling for second best.

PepsiCo is known for raising the bar with each new endeavor. We are not just committed to winning as individuals, but winning as a team. We Perform With Purpose. Because of that commitment, our HR function is an essential piece of our strategic vision. That means PepsiCo is equally committed to helping people lead healthier lives AND providing a safe and inclusive workplace for our employees to grow personally and professionally.

Come take a seat at the table and help contribute to the innovation and unparalleled success of PepsiCo!

The Senior Human Resources Manager, along with three direct reports, provide leadership and functional HR generalist support to eleven facilities with approximately 1400 union and non-union Manufacturing, Distribution, Sales and Delivery employees.

**Primary Duties and Responsibilities:**

- Lead and fully execute key initiatives that support PBC strategy
- Guide leaders and employees regarding Company policies, values, HR programs (benefits, pay and salary) administration and interpretation to ensure policies and procedures are handled consistently and in a timely manner
- Must accurately diagnose organization issues, develop solutions and implement action plans
- Must ensure activities are in compliance with all state and federal employment laws and regulations (e.g., FMLA, ADA, EEO and FLSA)
- Assists leadership in performance management and developing effective pipeline and succession plan
- Ability to understand the business operations from both a strategic and tactical perspective
- Design and execute staffing strategies for exempt/non-exempt hiring needs (including campus recruiting). Partner with local teams to ensure ongoing Outreach
- Develop and execute site/region-level strategies to improve Organizational Health and culture
- Lead and participate in Market & Region level Diversity & Inclusion initiatives
- Must be a confident communicator, (including both written and verbal skills) and must be able to effectively present to all levels of the organization
- Ability to effectively manage multiple projects with overlapping tasks and work independently with minimal supervision

**Educational Experience:**

- Bachelor's Degree required; major in Industrial/Labor Relations, Human Resources Management, psychology, or other related field preferred
• Master’s Degree in Business Administration, Labor Relations, or Human Resources Management preferred

Work Experience:

• A minimum of 5 years of prior Human Resources Generalist and Leadership experience is preferred
• Experience supporting front-line, field-based client groups is required; Practicing HR in a manufacturing or distribution center environment is preferred

Skills & Capabilities:

• Understanding of, and some experience with, most or all of the core aspects of Human Resource Management (staffing; employee relations; performance management; leadership development; training)
• Ability to think strategically and translate concepts into actionable items
• Previous talent management and succession planning experience preferred
• Proven ability to influence decision making
• Must possess executive presence
• Courage to make tough decisions and deliver difficult messages with professionalism and poise
• Comfortable working in ambiguous business situations
• Strong expertise in developing solutions based upon facts/data analytics
• Must possess consultative style and approach with proven ability to develop credible relationships with business partners
• Must possess strong verbal and written communication skills. Ability to present their point of view in varied business situations
• Strong MS Office Skills

Relocation Eligible
Eligible for Standard Relocation

Country
United States

State/Province
Michigan

City
Detroit

Removal Date
05-Feb-2015
Posting 10.

Job Details

Job Description

Eaton’s Aerospace Group, Fluid and Electrical Distribution Division located in Jackson, MI has an opening for a Site Human Resources Manager for its unionized manufacturing facility with 550+ employees and approximately 150 division employees.

As an integral part of the site leadership team this role will identify, develop and deploy business-driven HR strategies designed to attract, manage, develop, motivate and retain key people while creating a high-performance, sustainable organization capable of achieving the business objectives and action plans.

The essential functions of this position include:

A. Culture and Organization Effectiveness: Understand the business strategy and identify opportunities to improve organizational capability and drive culture change to align the organization with the strategy. Must have the ability to diagnose gaps between current and desired organization performance and deploy actions to resolve gap, including organization redesign, process change, coaching and training. Ensure organization practices align with Eaton Philosophy.

B. Performance Management: Through the performance management system assure that annual employee job performance assessments are conducted. This includes the annual goal setting process, the annual assessment process and periodic feedback sessions that strive to raise the performance bar in the organization. Provide coaching and consulting to business leaders on effective performance management intervention.

C. Employee Communications: Advocate employee communications processes that inform employees as well as to assure two way communications between employees and management.

D. Coaching, Consulting and facilitating: Provides guidance and direction to business leaders on human resource management policies, processes and systems.

E. Training and Development: Manage these processes to facilitate employee development.

F. Legal Compliance: Assure that the business has in place processes that comply with country legal requirements in the areas of employment and employment administration.

G. Compensation: Administer compensation programs to assure competitive pay practices through systems that strive to reward superior employee performance.

H. Employee & Labor Relations: Promotes positive employee relations and employee engagement. Demonstrated ability to work effectively with unions and experience in contract negotiations.

I. Talent Management and Retention: Develop talent acquisition plans that anticipate short/long-term business needs. Coach others on how to engage and retain key talent, identify when there is a retention risk and differentiate between wanted and unwanted turnover.

Basic Qualifications (Including Educational Requirements)

Basic Qualifications:

- Minimum of 5 years human resources generalist experience
- Bachelor’s degree from an accredited institution
- This position requires use of information or access to hardware which is subject to the International Traffic in Arms Regulations (ITAR). All applicants must be U.S. persons within the meaning of ITAR. ITAR defines a U.S. person as a U.S. Citizen, U.S. Permanent Resident (i.e. 'Green Card Holder'), Political Asylee, or Refugee.

Preferred Qualifications:
• Master’s degree in Human Resources or MBA
• Experience in a manufacturing environment
• Union Experience

Position Criteria:
• Ability to understand, interpret and easily communicate and align policies and practices to the Eaton Philosophy & Values and Code of Ethics
• Proven ability to influence and work effectively across all levels in a highly-matrixed environment
• Demonstrate discretion, able to work with sensitive and confidential materials and possess good business judgment
• General knowledge of employment laws and ability to apply legal concepts to real world situations
• Highly organized with strong attention to detail, while also able to manage multiple priorities
• Excellent communication skills, both written and verbal across a wide audience
• Proven ability to deal with conflict and diffuse difficult situations

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**Posting 11.**

**HR Generalist Associate**

**Job Summary**

The University of Michigan is transforming the way that administrative work is delivered with a desired goal of enhancing organizational effectiveness. As part of that process, the College of Literature, Science, and the Arts seeks well-qualified applicants for multiple HR Generalist (Associate) positions to staff a new, localized HR operation. The primary purpose of these positions is to assist LSA departments with day-to-day administration of activities encompassing various areas of HR management. Selected candidates will be assigned to work as a local HR professional for several departments that are part of a region or division within LSA. She/he will be responsible for delivering a high level of service to faculty and staff supervisors, research faculty, research fellows, research staff, temporary employees (including students), and visiting scholars by assisting them with navigating HR policies, practices, and resources.

The salary for this position will range from $43.5K to $54.5K. A higher salary may be possible for well-qualified candidates. A cover letter and resume are required and must be submitted in that order as part of a single, electronic document that you upload into our applicant management system. The cover letter should:

1. specifically outline the reasons for your interest in the position;
2. outline your particular skills and experience that directly relate to this position;
Responsibilities*
More detailed responsibilities include and are not limited to the following:

General HR Management
- Assist constituents with completing various activities and/or answering questions related to University, LSA, and department policies, procedures and practices (HR, Payroll, etc.)
- Provide constituents with general information about the university, LSA, and academic departments, such as location of various campus offices (M-Card stations, International Center, Shared Services Center), key contacts, and resources/services provided across campus.
- Provide information to candidates about university immigration processes and coordinate immigration paperwork process between candidates and the International Center.
- Advise units about administration of academic and non-academic appointments; initiate HR transactions with LSA Shared Services or UM Shared Services Center; monitor appointment end dates, requesting extensions as appropriate or ensuring timely handling of process to end appointments
- Use existing reports or create new reports containing HR data to help inform departmental decisions on areas including and not limited to compensation, turnover and attendance
- Administer UM and LSA record retention processes for departmental HR files

Recruiting and Employment
- Conduct job analyses with faculty supervisors to create/update position descriptions for different types of regular and temporary positions and job postings
- Identify internal and external recruitment sources for vacant positions and implement selected recruitment methods to attract diverse and qualified applicants
- Implement selection procedures to assess applicants for positions assist in determination of best qualified applicants; maintain communication with applicants throughout the recruitment process; collaborate with supervisors and Senior HR Representatives to develop and negotiate offers of employment/appointment
- Develop, implement, and evaluate orientation/onboarding and exit/off-boarding processes for department personnel

Employee and Labor Relations
- Assist with administration of union contracts by drafting moderately complex job offer letters, investigating basic labor contract questions, and consulting with senior labor relations professionals
- Administer time-away-from-work policies and practices for assigned personnel
- Maintain collaborative and productive relationships with colleagues in other academic and non-academic units to share effective practices and resources
- Ensure departmental HR activities are compliant with federal and state employment laws and regulations, elevating issues to Senior HR Representatives as appropriate.
- Assist supervisors with administering the university's reduction-in-force process as necessary

Compensation
- Assist with the monitoring, investigation, and resolution of payroll, timekeeping and benefit issues by interacting on behalf of LSA with the university's shared service center
- Communicate relevant compensation and payroll information to department personnel
- Monitor UM effort certification process for assigned departments, following up as necessary with personnel whose certification remains incomplete; escalate issues within departments and Dean's Office as needed for resolution
- Assist supervisors by identifying and/or recommending potential job titles and pay rates for personnel and temporary employees
HR Development

- Assist supervisors and key administrators with day-to-day implementation of LSA performance management practices (work planning, ongoing coaching/feedback to employees, performance appraisals), escalating issues to Senior HR Representatives
- Help supervisors and employees remain aware of professional development opportunities available at the university through HR Development, Information Technology Services (ITS), and other providers

Risk Management
- Assist departments with registering programs and initiating background checks related to UM policy regarding Children on Campus.
- Administer UM volunteer and visiting scholar guidelines

The local HR function will be an evolving operation and consequently applicants must be able to tolerate a reasonable level of ambiguity and change. Duties are likely to adjust as LSA implements this function and makes adjustments in the interest of increased effectiveness. Selected applicants will have the opportunity to help build a function that clearly demonstrates the value the HR profession brings to employee and organizational performance. Mentoring, professional development, and opportunities for career advancement for strong performers will be provided.

**Required Qualifications***

Associate's degree or equivalent combination of education and experience. Two to three years of relevant experience. Basic knowledge of HR concepts. Strong initiative attention to detail, time management (organizing and prioritizing work), analytical, interpersonal, communication (verbal and written), problem solving, and customer service skills. Ability to work independently and collaborate in a team environment. Intermediate proficiency with word processing, spreadsheet, presentation, and database software, preferably Microsoft Word, Excel, PowerPoint, and Access. Demonstrated ability to handle sensitive and protected information with confidentiality. Ability and willingness to work in environment which requires flexibility and adaptability.

**Desired Qualifications***

Bachelor's degree or equivalent combination of education and experience in Human Resources or another, directly relevant field; 2-3 years or progressively responsible experience in the area of Human Resources, preferably in an academic or research setting; Experience in immigration matters; Knowledge of University and LSA policies, procedures, practices, and resources; Experience performing transactional work in HR information systems, preferably PeopleSoft; Interest in the missions of a world class university; Experience with Business Objects or similar tool used for developing and analyzing data from information systems.

**U-M EEO/AA Statement**

The University of Michigan is an
Posting 12.

**Human Resources Business Partner**

**Job ID**

14499

**Job Locations**

US-MI-Detroit

**Position Description & Responsibilities**

A Human Resources Business Partner is responsible for the development, implementation, administration, and coordination of programs, policies, and procedures pertaining to human resources activities, such as employment, employee relations, compensation administration, benefits, training/organizational development. They act as strategic business partners to operating business units and as employee advocates for all employees.

- Directs support staff that are responsible for the administration of the Human Resources Department policies and programs
- Directs the needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the company
- Provides expertise in strategy development and execution, planning, and facilitation of employee relations efforts
- Communicate HR program/policy changes to employees
- Support and deliver corporate HR initiatives
- Utilize employee data analysis for strategic planning and management reporting
- Coordinate the researching of employee information using HR Database and assist in employee file review
- Provide advice and counsel to managers regarding personnel practices, policy and employment laws
- Act as liaison for employees and managers in resolution of employee relations matters
- Conduct training for managers on employee relations topics that include conflict resolution, sexual harassment, EEO and performance management
- Address requests of reasonable accommodations, LOA, and policy interpretation
- Ensure compliance with all state and federal employment regulations
- Respond to employee benefit inquiries
- Work with Global Learning area to support, monitor and deliver employee and management training
- Support company diversity objectives
Perform additional duties as required

**Qualifications**

- Bachelor’s Degree in Human Resources or related area or equivalent work experience
- Extensive experience as a Human Resources Generalist
- 5+ years of experience as a Human Resources Manager
- Minimum of 5 years of experience in Organizational Development
- Knowledge of current employment laws including FMLA, ADA and Department of Labor regulations
- 5+ years of experience in all aspects of employee relations
- Ability to lead and motivate staff members toward organizational goals
- Experienced in facilitation, coaching and training
- Experience working with remote or virtual employees
- Excellent organizational/time management, planning and prioritization skills
- Excellent interpersonal skills with strong customer service orientation
- Ability to handle multiple tasks/projects concurrently
- Excellent oral and written communication skills
- Excellent problem solving and analytical skills

**Desired Skills/Competencies**

- Knowledge of the software industry
- Proficiency with Microsoft Word, Excel and PowerPoint

**Company Message**

Dynatrace is the innovator behind the new generation of Application Performance Management. Our passion: helping customers, large and small, see their applications and digital channels through the lens of end users. Over 5,800 organizations use these insights to master complexity, gain operational agility, and grow revenue by delivering amazing user experiences.

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