



OaklandSchools

April 7, 2022

GENERAL ANNOUNCEMENT: POSITION OPENING

Human Resources Generalist

IN THIS ROLE:

You will be responsible for working closely with assigned department(s) to lead the full lifecycle of recruitment, onboarding, and off boarding efforts; performing all aspects of HRIS system entry related to compensation administration, position control and other employee data. Process employee information in third-party HR related software programs. Serve as initial point of contact for employee related questions for assigned department(s).

WHAT WE NEED:

We are seeking an energetic staff member who can perform human resources functions at a high-quality level. The ideal candidate will possess a professional yet approachable demeanor and will be able to provide a high level of customer service to staff at all levels of the organization while maintaining confidentiality. As a member of the human resources team you will display problem solving and research skills, exhibit a high level of verbal and written communication skills, be a self-starter who is flexible and can work with minimal supervision while multi-tasking and managing multiple deadlines.

WHAT YOU NEED:

- Associates Degree.
- Four to five years of related experience.
- Strong interpersonal skills with the ability to develop and maintain effective working relationships at all levels throughout the organization.
- Strong project management and organizational skills with attention to detail.
- Ability to read and interpret documents such as technical data, procedural manuals and instructional material.
- Excellent written and oral communication skills

WHAT WE PROVIDE:

\$27.18 to \$31.52 hourly rate with the potential to earn up to \$33.94 per hour based on annual step increases / Non-exempt position / 12-month work year

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical coverage or a cash in lieu benefit, dental, vision, additional life insurance, health savings account, flexible spending accounts, pet insurance, legal plan, college savings plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

WHO WE ARE:

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:

- Increase student achievement
- Serve diverse needs of schools
- Decrease costs/increase efficiencies

APPLICATION INSTRUCTIONS:

First round interviews are tentatively scheduled for the week of May 2, 2022. Applications/resumes must be received by 4:30 p.m., April 21, 2022 for initial interview consideration.

Internal applicants may submit letters of interest and resumes to meg.mcmahon@oakland.k12.mi.us no later than April 21, 2022, by 4:30 p.m.

External applicants - [**CLICK HERE TO APPLY!**](#)

You will need to create an account with a username and password. Once your account has been created, you may return to update your application, add attachments, or view your application. You may exit the program at any time and return to complete it at your convenience. Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and All Jobs to select the jobs for which you would like to apply.

Note: You will need to select Non-Certified as one of your applicant types to be able to view and apply for the position.

For questions regarding this position please contact Meg McMahon at Meg.McMahon@oakland.k12.mi.us.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Title IX Coordinator at 248.209.2590. For all other inquiries related discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.