

Ingham Impact Episode 13 - Human Resources Transcript

I just like numbers; I'm a numbers person.

That's my thing, and then I also enjoy the people aspect of it. So, working with new staff, and helping them navigate some of the crazy systems that we work with is enjoyable to me.

I would say that I provide limited HR and payroll and benefits services to local districts. We have a lot of members in our department, but specifically I work with Webberville and Dansville schools, pretty exclusively, and I work a lot with the Office of Retirement Services as kind of a liaison between the districts and the state of Michigan.

What we really try to do in our department is make it easy for people to navigate a rather difficult system. Benefits can be really, really difficult and so having somebody to come to and say "Okay, I don't know what to do here," and just being a resource for our staff members and having them feel secure that they're getting information that's valuable, and they're going to be able to take care of whatever they need to take care of.

Sometimes it can be really scary when life happens, and to be a resource for people to

come to and say "Okay, I need help with this,"
is very rewarding.

We do the coming and going and in-between
of all staff that work with us; so, we do
the job postings, we do the interviews, we
coordinate all that to get new people on-board,
and make sure they have they're background
checks.

We get them into their role. After that we
do track their certifications, make sure that
they're qualified, and they stay qualified
to do their position, and just kind of keep
a good grasp on all of our staff and make
sure we are helping them do their job.

There's not one person running the ship.
Everybody's coming together as a team to
create a final product.

There's not just one person doing a
paycheck; there's about four or five
behind everybody's paycheck.

Some of us work on the benefits side of
things, others work on keying the time sheets.

But then there's also a lot of things that
go on behind the scenes too, as far as
paying insurance bills, and keeping up on
those ever-changing laws; that really takes
a team effort and a wealth of knowledge,
and I really feel like we have that here
at Ingham ISD.

It's always kind of a goal of mine: to make
it as simple as possible, also understanding

there's a lot of different things that we require of staff members, but we always try to make it as simple as possible so they can get back into the classroom.

There is no typical week, or day!

You have good intentions when you start out, but usually the phone rings;

we are a consortium and I help all of our school districts learn about that, so I

have people that are trying to apply call,

I have other districts call and ask about

that. The fingerprinting is a huge deal, so that is ongoing throughout the day:

we get fingerprint results, we have to OK them, and we handle, also,

the online application system. And so,

different times of year we do different things.

I believe that we support the mission by

supporting the staff. They have a lot on

their plates and their job is to educate

our children, and the last thing that

they need to worry about is whether their

paycheck is accurate or why an insurance bill isn't getting paid.

So we really try to be a resource for them

to support them in their personal lives

so that they can go out there and support

the kids and have them be active learners.

It's all very complex, but our staff can use

our office to navigate the system and

navigate different roles that they're playing

in the community.

It's nice to know that, so here's this teacher that's impacting children and teaching them and making this huge impact for future generations, but there's got to be people behind the scenes that are taking care of a lot of the details that make that happen.

And working close with the business office and payroll and benefits and all of that, and making sure that those are all working together.

To me that helps with the mission, because it allows the employees to be dealing with instruction, and not having to deal with 35 pieces of papers that they don't know what to do with. So, a lot of what I do is just helping them work through those things so that they can be completing the mission for the ISD.

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