

Ashe County Job Description

Job Title: Human Resources Coordinator

Administration Department

General Statement of Job

Performs a variety of personnel activities in cooperation with the County Manager, department heads and employees. Work involves assistance with recruitment and selection of new employees, assisting employees with benefit plan enrollment, and serving as a liaison to payroll processing. Employee is responsible for personnel records management and personnel policy administration and interpretation. Employee is also responsible for maintaining FMLA records and files claims with worker's compensation. Work requires sensitivity to the needs of individual employees, support to management on personnel tasks, and use of sound judgment in maintaining confidentiality regarding various personnel issues. Employee must also exercise considerable tact and courtesy in frequent contact with the public. Work is performed under the direction and supervision of the County Manager.

Specific Duties and Responsibilities

Essential Job Functions

Organizes a recruitment/selection program including advertisement of vacancies for the various county departments; receives applications; answers inquiries concerning the requirements of the position; verifies qualifications and routes to Department Heads for decision making; notifies unsuccessful applicants regarding the outcome of their applications; and maintains the files of completed job applications.

Completes all criminal background checks and drug screens for all newly hired employees; maintains random drug testing program and oversees annual DOT screenings.

Assists new employees with benefit plan enrollment including insurance, retirement, 401k, and other benefits; prepares and maintains personnel record with all required documents and reports; explains benefits to new employees; interprets personnel policies with employees as needed.

Serves as an administrator for health, dental, life and vision insurance and any other fringe benefit programs; reviews and analyzes employee benefits annually during the budget process with the County Manager and Finance Officer; coordinates the open enrollment processes for all insurance services and assists employees with benefit options as needed.

Creates, processes and maintains personnel files on current and previous employees.

Maintains the employee position numbering system; updates annually or as changes are adopted.

Schedules, coordinates and participates in special events (i.e. employee luncheons, health fairs, benefits fairs, school events, etc.)

Manages FMLA and shared leave requests including determining eligibility; tracking time missed from work; reviewing work notes; preparing necessary FMLA forms; and assisting employees and department heads with questions regarding FMLA rules, guidelines and policies.

Maintains worker's compensation and OSHA reports; files claims with insurance carrier; and tracking time lost from work; submits all required reports.

Coordinates all employee payroll processing actions with the Finance Department prior to preparation of monthly payroll.

Conducts exit interviews with employees who are terminating employment with the County; assists the employee with the termination process and/or retirement applications; removes terminated employee from all benefit programs timely; updates employee personnel record.

Additional Job Functions

Works on special projects as needed.

Performs other related tasks as required.

Minimum Training and Experience

Bachelor's degree in human resources, business administration or a related human services field; or graduation from high school supplemented by completion of an Associates/Technical degree with coursework in personnel, business administration, or a related field and 3 to 5 years of experience in a personnel administration; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Previous local government experience is preferred.

Special Requirements

Must obtain commission as a North Carolina Notary Public within three months of employment

Knowledge, Skills and Abilities

Has considerable knowledge of County and department rules, regulations, policies and procedures, and the ability to interpret them and has considerable knowledge of the organization and functions of the County.

Has thorough knowledge of the theory, principles, and practices of personnel administration in the areas of recruitment, fringe benefits, orientation, personnel records and personnel policy administration.

Has working knowledge of the laws, rules, and regulations which apply to personnel policies and practices in the public sector.

Has ability to analyze facts and make recommendations and reports in oral and written forms.

Is skilled in the operation of common office equipment, including popular computer-driven word processing, spreadsheet and file management programs.

Is able to develop and modify work procedures, methods and processes to improve efficiency.

Is able to communicate effectively orally and in writing.

Is able to maintain the confidentiality of personnel records and discussions.

Is able to establish and maintain effective working relationships with department heads, supervisors, employees, benefits vendors, and the general public as necessitated by work assignments.

Is able to exercise sound judgment in evaluating information and communicating recommendations.

Minimum Qualifications or Standards Required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, recording devices, telephone, copiers, scanners, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, news releases, etc., using prescribed formats and conforming to all rules of punctuations, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instruction furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect forms for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have a minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instruction. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing – perceiving nature or sounds by ear). Must be able to communicate via telephone.