

WASHINGTON COUNTY

Job Description

JOB TITLE: Human Resources Administrator

Exempt (Y N): Yes DATE Revised: March 2014

DEPARTMENT: Human Resources

SUPERVISOR: Human Resources Director

SUMMARY:

The Human Resources Administrator provides day-to-day administrative support to the HR Director and to HR functions. The HR Administrator provides HR service to managers and staff within the organization, advising employees on Personnel policies and Washington County Ordinances. The HR Administrator also acts as the Benefits Administrator for Washington County with responsibilities including authorizing payments, managing employee enrollments, and making benefit recommendations to the HR Director. This individual provides daily support and guidance to the HR staff, and assumes all responsibilities of the HR Director in the Director's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Under direction of the Human Resources Director, assist with the planning, organization and coordination of the company's payroll and HR function.
2. Direction for two Human Resources staff that provide human resources support for employees within all Washington County Offices. The Human Resources staff offer HR generalist services and support, and, provide administration for insurance, benefits, new employee payroll set-up, the hiring process, unemployment, worker's compensation and other human resources areas.
3. Conduct background checks, motor vehicle record checks, and reference checks in a timely manner.
4. Assist the Human Resources Director with monitoring, directing and providing support for the County's Job Evaluation and Salary Administration Program. Assist in maintaining both paper and electronic JESAP records, including minutes, ratings, and descriptions.
5. Assist with the collection of affirmative action information, explaining processes and preparing the annual EEO-4 federal reports.
6. Prepare, review, interpret, analyze and approve a variety of data, information and reports, and make recommendations based upon the findings.
7. Assist with tracking and monitoring turnover and other key employment factors. Maintain and monitor position files and make changes according to county ordinances.

8. Counsel applicants and employees on rules, policies, benefits, procedures, and job opportunities. Provide advice and counsel to department heads, managers, and elected officials. Consult with legal counsel as appropriate.

9. Per requests of the Human Resources Director, research information pertaining to personnel matters such as wage/hour and EEOC laws and guidelines, completion of forms as required by state and federal agencies, dissemination of information to other officers, and general coordination of personnel matters within departments.

10. Management of employee flu, tetanus, and Hepatitis B vaccinations and records.

11. As the Benefit Administrator, Coordinate all benefits for Washington County employees, and ensure compliance with applicable laws and policies. Provide enrollment information and forms for health and dental insurance, , life insurance, APERS retirement, and all other benefits. Enroll employees in insurances, and other voluntary deductions, and monitor employee deductions biweekly. Coordinate claims with multiple carriers as needed. Assist in employee benefit appeal requests.

12. Maintain electronic files for health and life insurance within the online databases, including initial enrollment, updates (such as eligibility changes, address changes, name changes or dependent changes), and terminations.

13. Order insurance cards, calculate and order insurance refund checks on over-paid accounts, and collect past due funds in accordance with county policies and state and federal regulations.

14. Answer requests for insurance census information, and other duties requested.

15. Oversee employee retirement processes, including initial requests for retirement information, continuation of health insurance benefits, and post-employment benefits or concerns. Coordinate information with the County Clerk's office to ensure APERS retirement request are submitted timely and accurately.

16. Oversee all FMLA processes, ensuring compliance with federal guidelines. Oversight will include notifying employees of potential FMLA rights, processing requests for FMLA, making FMLA determinations, and designating time. In addition, it will be necessary to coordinate with appropriate supervisors, correspond with employees on leave, maintain FMLA files, and audit employee time records to ensure accurate FMLA recording. Ensure that all steps are taken from FMLA request to closing. When necessary, submit FMLA denials to employees with an explanation of the reasons for denial.

17. Organize annual employee Health Fair, including planning, scheduling, coordinating with vendors, publicizing, and hosting the event.

18. Organize annual Open Enrollment, including planning, scheduling, coordinating with vendors, publicizing and hosting the event. Ensure that open enrollment elections are updated timely, and records maintained.

19. Coordination and management of Workers Compensation program.

20. Coordination of COBRA processes.

21. In the absence of the HR Director, respond to Freedom of Information Act requests, media requests, and investigations. Manage employee grievance matters according to Washington County Policy. Investigate claims of discrimination, harassment, or any other complaint of a legal violation both promptly and professionally.

22. Coordinate all payroll process, and be available on an on-call basis for payroll if needed.

23. Assist in the selection and maintenance of office equipment and computer systems. Make suggestions for changes to computer processes, online tools, and Washington County Webpage maintenance.

24. In the absence of the HR Director, must be able to represent the department at JESAP Committee, Personnel Committee, Finance Committee, Budget Committee and Quorum Court.

25. Conduct monthly bill reconciliation and remittance for all insurance invoices.

26. Conduct training sessions for County employees as needed.

27. Perform other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES: Directly supervises two (2) Human Resources staff within the department. Carry out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include assisting with the interviewing process, making recommendations for hiring, orienting new staff, coaching and training employees; planning, assigning, and directing work; addressing complaints and resolving problems; ensuring good quality of work from staff.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree with emphasis in Human Resources or related field; five years of experience working in personnel or human resources is required, and/or combination of education and experience and two years for management experience. PHR Certification preferred.

RESPONSIBILITY FOR FUNDS, PROPERTY, and EQUIPMENT

The HR Administrator is authorized to make decisions relating to the HR annual budget as well as authorizing payments on the Washington County Health Insurance fund.

OTHER SKILLS and ABILITIES:

The incumbent must have a through knowledge of all matters pertaining to efficient handling of the office management function of the Human Resources Office, since the position either influences or creates personnel policy for Washington County. Excellent communication skills, time management skills, and organizational skills are a must. Machine skills include computer, fax machine, copier and calculator. Must be proficient in Microsoft Word, Outlook, and Excel. Adobe Acrobat and Microsoft FrontPage experience preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands; and fingers to handle, or feel objects; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 10 pounds. The employee must possess close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.