

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: HR Technician Lead/ Trainer**

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Exempt (Y/N): No

DEPARTMENT: Human Resources Office

DATE PREPARED: March 2014

SUPERVISOR: HR Director

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**SUMMARY:**

The incumbent under guidance of the Human Resource Director and Human Resource Administrator is responsible for the following and may be assigned any combination, either at the main courthouse or at the satellite office. In addition to these duties, the HR Technician Lead/Trainer will serve as a mentor to the other HR Staff, and will provide organization wide training on various employment related training topics as requested. In the absence of the HR Director and HR Administrator, this person may be required to make departmental decisions and manage staff.

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

1. Provide administrative support, including making photocopies, faxing documents, processing incoming and outgoing mail, and performing other clerical functions.
2. Maintain confidential employment and health records in accordance with federal privacy regulations.
3. Maintain files of job descriptions including website, public file for applicants, and monitoring revisions as they are approved.
4. Maintain in-house phone directory.
5. Respond to requests for verification of employment/wages per county policy. Respond to Freedom of Information Act Requests (FOIA) in accordance with state and federal regulations.
6. Receive notice of job openings, accept applications, record and redact necessary information, and distribute to the hiring official. Manage online job postings and applications, and provide necessary information to the hiring official.
7. Administer pre-employment screenings and assessments to applicants.
8. Obtain necessary hiring information from the elected official; Ensure that the position being hired for and the rate of pay comply with JESAP policy and has been budgeted for the calendar year. Verify I-9 documentation and maintain I-9 records. Audit I-9 records regularly to ensure compliance with immigration regulations. Track re-certification dates on non-citizen employees.

9. Provide orientation sessions for employees, explain and obtain mandatory forms, and acquaint the new employee with Washington County policies and procedures. Provide new hire training on sexual harassment prevention, workplace violence, and bloodborne pathogens.
10. Report all new hires to the Arkansas New Hire Reporting Center, check motor vehicle records, and conduct background checks as required.
11. Create and maintain new employee personnel files, both electronic and paper, and ensure that all files are complete and up to date at all times. Employee files should be kept confidential.
12. Image employee records into the HRIS database.
13. Create new accounts for all new hires within the electronic Time Clock System.
14. Create ID badges for new employees and state process servers.
15. Process terminations and status changes, enter information into payroll and budget files, and maintain required personnel records. Terminations and status changes must also be processed for employee benefits, and appropriate changes documented.
16. 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.
17. 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.
18. 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.
19. Assist employees in accessing the Employee Online Portal, and provide training on the usage of this system as needed.
20. Assist the HR Administrator in managing FMLA Compliance, including 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 the FMLA request to closing.
21. Assist in the organization of the annual Employee Health Fair, including scheduling vendors, coordinating dates, advertising, and requesting and picking up door prizes.

22. Maintain all garnishments, child support, IRS levies and bankruptcies, including initial setup, biweekly accounting, and payoff. Act as liaison to the courts in file-marking responses, and verifying current account statuses.
23. Schedule Workers Compensation appointments with the company provider of choice, coordinate with supervisors regarding work limitations, and communicate to the employee the Workers Compensation payment process if applicable. Must be able to make immediate decisions about the severity of a claim, and refer critical cases to the ER for emergency treatment when necessary. Submit Workers Compensation reports and bills to the Workers Compensation Insurance carrier. Log the necessary injury information in the OSHA 300 and 301 forms and into the HRIS program.
24. Train new HR employees on all Human Resources process, including data input, software utilization, county policies and company structure.
25. Coordinate with the HR Director on sensitive employment concerns, such as employee Grievances, claims of harassment, or other violations. Assist the HR director in investigating the claims, maintaining confidentiality when possible, and ensuring the best possible outcome.
26. Assist the HR Director and HR Administrator with coordinating events at the south campus locations. Assist in organizing Open Enrollment, conducting the event, and auditing and inputting all information.
27. Conduct departmental trainings with various county departments on both compliance topics and county policies.
28. Regular attendance is required and must be a team player.
29. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
30. **CONFIDENTIALITY IS A CONDITION OF EMPLOYMENT.**

#### **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:**

High school diploma or (GED) plus Associates degree and three years experience working in human resources with workers' compensation, benefits, FMLA or similar area that can demonstrate that individual's accuracy and thoroughness and ability to monitor own work to ensure quality control. A minimum of 5 years of HR experience will be considered in lieu of education.

#### **SUPERVISORY RESPONSIBILITIES**

Mentors 2 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training new employees and guiding work. In the absence of the HR Director and HR Administrator, the HR Technician Lead/Trainer assumes supervisory responsibilities and decision making responsibilities.

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor. The HR Technician Lead/Trainer often works independently, with very little direct supervision, and must be self motivating and thorough in all processes.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **OTHER SKILLS and ABILITIES:**

This individual must be able to adapt to changes in the work environment and manage competing demands by able to deal with frequent changes, delays, or unexpected events. Incumbent should also have good time management skills and organizational skills. The HR Technician Lead/Trainer will utilize specialized HRIS, timekeeping, Microsoft Word, Excel, Adobe Acrobat, and Crystal Reports on a daily basis. 10-Key Skills are required as well as the ability to use ID making software.

### **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.