

WASHINGTON COUNTY
Job Description

JOB TITLE: Human Resources Technician

Exempt (Y/N): No

DEPARTMENT: Human Resources Office

DATE PREPARED: March 2014

SUPERVISOR: HR Administrator

SUMMARY:

The incumbent under guidance of the Human Resource Administrator is responsible for the following and may be assigned any combination, either at the main courthouse or at the satellite office.

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

1. Act as receptionist and secretary for the department, provide administrative support including making photocopies, faxing documents, processing incoming and outgoing mail, and performing other clerical functions. Greet applicants and current employees, answering questions and assisting with requests.
2. Maintain files of job descriptions including website files, public files for applicants, and monitoring revisions as they are approved.
3. Maintain the online in-house phone directory.
4. Respond to requests for verification of employment/wages per county policy.
5. Receive and log notices of job openings and inform the Department of Workforce Services of openings to be advertised. Accept applications, record and redact necessary information, and distribute to the hiring official. Manage online job postings and applications, and provide necessary support to the hiring official.
6. Administer pre-employment screenings and assessments.
7. 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.
8. Provide orientation sessions for employees, explain and obtain mandatory forms, and acquaint the new employee with Washington County policies and procedures. Provide the new hire training on sexual harassment, workplace violence and bloodborne pathogens.
9. Report all new hires to the Arkansas New Hire Reporting Center, check motor vehicle records, and conduct background checks where required.
10. 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.

11. Image employee records into the HRIS database. .
12. Create new accounts for all new hires within the electronic Time Clock system.
13. Assist employees in accessing the Employee Online Portal, and provide training on the usage of this system as needed.
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. . Ensure adequate supplies are in stock at all times. Notify supervisor if supplies need to be ordered.
17. 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.
18. 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.
19. Assist in the organization of the annual Employee Health Fair, including scheduling vendors, coordinating dates, advertising, and requesting and picking up door prizes.
20. Maintain all garnishments, child support, IRS levies and bankruptcies, including initial setup, biweekly accounting, and payoff. Act as liason to the courts in file-marking responses, and verifying current account statuses
21. Act as coordinator between the Department of Workforce Services and Washington County, responding to unemployment questionnaires timely and accurately, participating in calls as needed, and complying with Arkansas Code 11-10-703, and all other applicable state and federal regulations. Record quarterly disbursements, and prepare reports for annual payment.
22. Respond to the Bureau of Labor Statistics Employment Statistics Survey monthly, and coordinate information with the Department of Labor as needed.
23. Regular attendance is required and must be a team player.
24. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.

25. 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 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 Bachelor's degree in HR or related field will be considered in lieu of experience.

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 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.