

NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

09/10/2018

PERSONNEL SPECIALIST

The Human Resources Department is accepting applications for Personnel Specialist within the Human Resources Department in Jackson, NC.

Duties and responsibilities of this position include but not limited to: Performs advanced and technical personnel work in administering personnel systems for Northampton County Human Resources. Completes vacancy announcements and correspond with applicants, Orientating new employees and completing the new hire process including enrollment in applicable benefit programs such as health, vision, dental, and life insurance benefits. Process FMLA, workers compensation insurance. Responsible for the maintenance of employee benefits records. Maintaining and monitoring insurance program/policies including the renewals, claim problems, network development and insurance education.

Requirements: Must be computer literate- knowledge of search engines, word processing, spreadsheets and emails. Employee must have a valid driver's license and be in compliance with Northampton County insurance regulations.

Education: Graduation from high school and to include business courses and four years of progressively responsible administrative work including at least 1 years of experience in administering a personnel program or graduation from a four year college or university and one year of experience in administering a personnel program.

Deadline to apply/postmark: September 24, 2018

Grade 67 - Normal Hiring Range: \$35,699 to \$37,507

See website for complete job description

[NORTHAMPTON COUNTY APPLICATION REQUIRED](#)

Available @ www.northamptonnc.com

Apply at the Northampton County HR Department

107 Thomas Bragg Drive

or mail application to:

PO Box 367, Jackson NC 27845

Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens.

Northampton County Is A Drug-Free Workplace.

All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.

General Statement of Duties

Performs advanced and technical personnel work in administering personnel systems for Northampton County.

Distinguishing Features of the Class

An employee in this class works under the supervision of the Human Resources Director in performing a variety of activities involving regulation and procedures application, records administration, information gathering and evaluation in addition to interpreting policies and procedures and serving as a resource to the employees and general public within Northampton County. Employee will also become responsible for the management and technical support of a variety of moderate to complex records addressing human resource appointments, salary administration, records and status changes for employees. Employee will participate in ensuring compliance with the provisions of local, state and federal regulations. Work is characterized by use of independent judgment and initiative in the performance of duties. Employee performance will be evaluated through conferences, accuracy and completeness of personnel records, and by independent audit of personnel records; serves as liaison with other departments in regard to benefit packages to include retirement, insurances and other optional benefits. Personnel specialists also interact with job applicants and current employees.

Duties and Responsibilities of this position include but not limited to:

Essential Duties and Tasks

Developing employee benefit procedures; Overseeing the maintenance of employee benefits records; Coordinating training of understanding and utilization of employee benefits information; Developing procedures and forms whereby county personnel can add to, delete from, or update the employee information; Planning, organizing and directing the activities related to group health, group life, dental, vision, flexible fringe benefits programs; Maintaining and monitoring insurance program/policies including the renewals, claim problems, network development and insurance education; providing orientation for employee benefits.

Participates in the oversight of all benefits programs and will become accountable for the personnel records maintenance; Preparing deduction/contribution reports for payroll; Coordinate work flow and procedures between Employee Benefits and other departments; Acting as liaison between Employee Benefits and other departments; Developing and maintaining a system of procedures to administer the employee fringe benefits program; Coordinating the acquisition of medical, dental, vision insurance coverage benefits; Acting as a liaison between all health plan representatives and employee benefits; Preparing and developing communication and educational materials regarding the benefits package for all the insured employees; Monitoring and reviewing performance agreements with all medical plan providers; Overseeing the reconciliation of health plan monthly eligibility reports.

Employee will act as a resource to department heads and county employees in all human resources services to include policy and procedure interpretation and other personnel adjustments; Researches issues, makes recommendations and provides problem resolution in the areas of position management, recruitment and

selection, salary administration and pay plan development and maintenance; Maintains compliance with local, state and federal rules and regulations and provides considerable problem resolution when necessary.

Develops resolution to complex and sensitive situations and will maintain appropriate documentation on an as-needed basis; Participates in the recruitment and selection activities to include the oversight for ensuring equal opportunities for both applicants and employees.

One of the primary responsibilities of a personnel specialist is double-checking the correctness and completeness of all personnel documents. They ensure the accuracy of salary data and personnel records. When a new applicant is being considered for a position, the personnel specialist makes sure all forms are completed and verify relevant information.

Assist with enrollment in applicable benefit programs for all new county employees placed on payroll processed through the Munis. Process approved payroll deductions including: health, vision, dental, life, insurance benefits, and retirement, process workers' compensation insurance records and first report of injury forms. Process the FMLA (Family Medical Leave Act) procedures. Assist with the continuing study of all HR policies, programs and practices. Provide assistance with HR strategic planning to support the accomplishment of the County's strategic goals. Prepares periodic reports for the director as necessary or requested to track strategic goal accomplishment.

Serves as a resource for applicants and initiates drug testing, etc. Completes vacancy announcements and correspond with applicants; participates in providing training in the area of benefit modifications or revisions; Give technical guidance for leave policies and procedures.

Preparing or updating employment records related to hiring, transferring, promoting, and terminating, explaining human resources policies, procedures, laws, and standards to new and existing employees, ensuring new hire paperwork is completed and processed and informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc. Orientating new employees and completing the new hire process. At times in the absence of the Director this position may assume some of the responsibility as designated by the Director and will serve backup for payroll functions.

Recruitment and Selection Guidelines:

Knowledge, Skills and Abilities

Ability to communicate effectively in oral and written form; Ability to use judgment and discretion in addressing personnel related item; General knowledge of personnel practices and principles and knowledge of governmental organization in addition to human resources rules and regulations; Ability to prioritize, to maintain work in an organized fashion and to meet stressful timeframes; Ability to balance a variety of human resources topics concurrently; Considerable knowledge of office administrative practices and procedures; Ability to establish and maintain effective working relationships with a variety of public contacts; Ability to address confidential matters in an appropriate manner. This position requires the employee to maintain and assist in all training and developmental programs.

Desirable Education and Experience

Graduation from high school and to include business courses and four years of progressively responsible administrative work including at least 1 years of experience in administering a personnel program or graduation from a four year college or university and one year of experience in administering a personnel program.

Physical Requirements

Must be able to perform the basic life operational skills of talking, reaching, standing, stooping -kneeling, walking, lifting, fingering, grasping, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Some positions assigned to this class may require light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly.

Must possess the visual acuity to prepare and analyze data and figures, and determine the accuracy, neatness, and thoroughness of the work assigned.

Special Requirements

Must be computer literate-- knowledge of search engines, word processing, spreadsheets and emails. Employee must have a valid driver's license and be in compliance with Northampton County insurance regulations.