

NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

05/22/2019

Human Resources Personnel Specialist

Northampton County Human Resources is accepting applications for the HR Personnel Specialist position. The Personnel Specialist performs a combination of intermediate professional and technical duties in personnel maintenance, employee benefits, and payroll in accordance with all local state and federal laws. The Personnel Specialist reports to the Director of Human Resources.

The Personnel Specialist performs a variety of activities involving regulation and procedures application, records administration, information gathering and evaluation in addition to interpreting policies and procedures and serves as a resource to the employees and general public within Northampton County. The Personnel Specialist is 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. The Personnel Specialist 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.

Requirements: Requires an Associate's Degree in Business Administration or a related area and 3 – 5 years of human resources, payroll and / or accounting experience, preferably in a governmental setting, or an equivalent combination of education and experience.

Apply in person at the Northampton County HR Department, 9467 HWY 305, or mail the application to: HRD, PO Box 367, Jackson, NC 27845 or send via email to Northampton.HR@nhcnc.net

NORTHAMPTON COUNTY APPLICATION IS REQUIRED AND AVAILABLE AT:
www.northamptonnc.com

Grade: 67, Salary Range: \$35,699 - \$62,997
Salary to be based upon qualifications and experience.

Closing Date: Open Until Filled

SEE COMPLETE JOB DESCRIPTION BELOW

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.

Human Resources Personnel Specialist

General Statement of Duties

Under general supervision performs a combination of intermediate professional and technical duties in personnel maintenance, employee benefits, and payroll in accordance with all local state, and federal laws. Performs work as required and reports to the Director of Human Resources.

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; serves as liaison with other departments.

Work Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Advertise vacancies, inventory employment applications, and schedule interviews.

Monitor, review, and record status sheets for all personnel actions.

Perform reference checks, background checks, and serves as a point of contact for all new hires.

Coordinate with new hires and related individuals for new employee orientation; facilitates new hire orientation.

Assists the Finance Department in audits as it relates to personnel.

Ensure complete and accurate record keeping of employee benefits selections with vendors and submits timely invoices to distribute payment.

Coordinates salary issues with the payroll specialist; resolves salary issues as necessary; researches past precedents and makes recommendations for viable courses of action.

Assists in tracking employee absences (Workers' Compensation, FMLA, etc.) leave balances, and alerts Director of HR of any discrepancies.

Benefit administration to include all enrollment, termination, and changes.

Completes various verification forms, support orders, other inquiries received.

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.

Serves as back up to the HR Director.

Performs general clerical, administrative, and other tasks as assigned.

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; Ability to utilize computers with word processing, excel spreadsheets.

Desirable Education and Experience

Requires an Associate's Degree in Business Administration or a related area and 3 -5 years of human resources, payroll and/or accounting experience, preferably in a governmental setting, or an equivalent combination of education and experience.

Physical Requirements

Must be able to perform the basic operational skills of talking, reaching, standing, stooping -kneeling, walking, lifting, 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, operate a typewriter and/or computer terminal, and determine the accuracy, neatness, and thoroughness of the work assigned.

Special Requirements

Prefer North Carolina Notary Public or individual with ability to become a North Carolina Notary Public