

## POSITION DESCRIPTION

Title: Assistant Personnel Director  
Department: Personnel Department  
Job Analysis: 04/98, 04/01, 06/03, 05/05, 10/05, 08/08, 09/11, 09/17, 09/18, 08/19

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports To: Personnel Director  
Subordinate Staff: Benefits ~~Coordinator~~ Specialist, Administrative Support Specialist II  
Internal Contacts: County Employees, County Administrator, County Commission, and other Elected Officials  
External Contacts: General Public, Training Organizations, Benefits Providers  
Status: Classified/Exempt (EC-8)

### Job Summary

The Assistant Personnel Director assists in the day-to-day operations of the Personnel Department. This position assists in the administration of the personnel policies, procedures, and programs, and carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems, employee relations, training and development, benefits, compensation, organizational development, and employment.

The Assistant Personnel Director also coordinates implementation of services, policies, and programs through Personnel staff, and assists and advises County managers about Personnel issues.

### Job Domains

#### A. Administration

1. ~~Assists in administering~~ various personnel plans and procedures for all County personnel.
2. Assists in development and implementation of personnel policies and procedures.
3. ~~Prepares and Assists in~~ maintainings employee handbook.
4. Participates in developing department goals and objectives.

5. Assists in the development **and monitoring** of the annual Personnel budget.
- ~~6. Assists with the monitoring of annual Personnel budget.~~
7. Prepares and coordinates agenda items for new hires, promotions, reclassifications, etc.
8. **Assists in maintaining** ~~Maintains~~ all information pertaining to each department's position control.
9. Maintains all records on open positions for all departments.
- ~~10. Prepares employee separation notices and related documentation.~~

#### B. Training and Development

1. Assists with the implementation of the performance management system that includes performance development plans and employee development programs.
2. Assists with the establishment of an in-house employee training system that addresses county training needs including training needs assessment, new employee orientation, management development, etc.
3. Conducts new employee orientation, **as needed**.
4. **Assists in designing and developing** ~~Designs and develops~~ HR training programs for management and employees.

#### C. Staffing

1. ~~Established and leads~~ **Leads** the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
2. Conducts recruitment effort for all exempt and nonexempt personnel.
3. Oversees programs for temporary employee staffing.
- ~~4. Prepares agenda items for all new hires.~~
5. Coordinates or conducts background checks, pre-employment drug screens and physicals.

#### D. Employee Relations

1. **Assists in formulating and recommending** ~~Formulates and recommends~~ Personnel policies and objectives for the county with regard to employee relations.
2. **Assists in formulating and recommending** ~~Determines and recommends~~ employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
3. **Assists in conducting and investigating** ~~Conducts investigations~~ when employee complaints or concerns are brought forth.
4. Monitors and advises managers and supervisors in the progressive discipline system of the county. Monitors the implementation of a performance improvement process with non-performing employees.
5. **Assists in reviewing and guiding** ~~Reviews, guides, and recommends~~ actions in regard to employment terminations, suspensions, demotions and disciplinary actions.
6. Leads the implementation of County ~~safety and~~ health programs.
7. **Assists in reviewing** ~~Reviews~~ employee appeals through the ~~company complaint~~ **County grievance** procedures.

## E. Compensation and Benefits

1. Works in conjunction with the Personnel Director to develop, recommend, and install approved, new, or modified plans and employee benefits policies, and administer existing plans.
2. Assists in developing cost control procedures to assure maximum coverage at the least possible cost to the County and its employees.
3. Evaluates and compares existing County benefits with those of other employers by analyzing other plans, surveys, and other sources of information.
4. Reviews and analyzes changes to state and federal laws pertaining to benefits, and reports necessary or suggested changes to the Personnel Director.
5. Develops benefit information and statistical and census data for actuaries, insurance carriers, and management.
6. Serves as COBRA Administrator.
7. Process monthly billings from insurance providers in a timely manner. Reviews billings for accuracy. Resolves any discrepancies.
8. Assists employees with Family Medical Leave information.
9. Works in coordination with medical personnel to determine eligibility.
10. Conducts exit interviews and retirement counseling.
11. Assists in establishing the company wage and salary structure, pay policies, and oversees the variable pay systems within the county.
- ~~12. Leads competitive market research to establish pay practices and pay scales that help to recruit and retain superior staff.~~
13. Assists in monitoring ~~Monitors all~~ pay practices and systems for effectiveness and containment.
14. Obtains cost effective, employee serving benefits; monitors national benefits environment for options and cost savings.
- ~~15. Reviews workers compensation reports for completion. Assist in compiling and analyzing data on types of injuries to identify patterns and areas of concerns. Work collaboratively with the Safety/Training Coordinator and Workers' Compensation representatives, the injured employee and departments in returning employee to work with or without restrictions.~~
- ~~16. Conducts workers compensation audits.~~

## F. Law

1. Leads county compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, and so forth. Maintains minimal county exposure to lawsuits.
- ~~2. Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Serves as the primary contact with the county attorneys and outside government agencies.~~
3. Protects the interests of employees and the company in accordance with county Personnel policies and governmental laws and regulations.

### **Knowledge, Skills, and Abilities**

1. Skills to communicate with employees, applicants, and officials.
2. Skills to perform basic arithmetic functions.
3. Skills to complete various forms, records and general correspondence.
4. Considerable knowledge of **County** personnel functions and **common** practices.
5. Knowledge and abilities to conduct job analysis.
6. Knowledge of state and federal laws that pertain to personnel activities.
7. Ability to work independently.
8. Knowledge of departmental policies and procedures and ability to apply them to work related problems.
9. Knowledge of general office procedures.

### **Other Characteristics**

1. Willing to travel for purpose of professional development.
2. Willing to work non-standard hours as required.

### **Minimum Qualifications**

1. Possess a Bachelor's Degree in Management, Personnel Administration or closely related field, or equivalent experience.
2. Possess a current driver's license.

## POSITION DESCRIPTION

Title: Administrative Support Specialist **II**

Department: Personnel Department

Job Analysis: 09/2018, 07/2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports To: Personnel Director, Assistant Personnel Director

Subordinate Staff: None

Internal Contacts: County Commission, County Employees, Elected Officials, etc.

External Contacts: General Public, Job Applicants

Status: Classified/Non-Exempt (**H G**)

### Job Summary

The Administrative Support Specialist **II** is responsible for providing all administrative and clerical support for the Personnel Department, including, but not limited to: assisting with the administration of the day-to-day operations of the Personnel functions and duties, working closely with Personnel Staff with the responsibilities in some or all of the following functional areas: HRIS, employee relations, training and development, benefits, employment and risk management.

### Job Domains

#### Personnel

1. Prepares job announcements as directed.
2. Enters all applications into open position requisitions.
3. Maintains employment application forms and applicant flow logs.
4. Assists with maintenance of current job descriptions.
5. Assists in the new hire process.
6. Enters employee data in HRIS computer system.
7. Answers routine inquiries on employment verifications and job openings.
8. Maintains employee personnel files in line with County policies and government regulations.
9. Prepares miscellaneous research and reports as requested.
10. Answers incoming telephone calls and refers to proper Personnel staff.

11. Routes faxes, mail, and general correspondence to the appropriate staff.
12. Greets citizens and County staff in a friendly, professional manner.

### Benefits

1. Assist in administering County sponsored benefit plans including enrollments and terminations.
- ~~2. Assist in processing required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.~~
- ~~3. Assist in preparing reports and applications required by law to be filed with federal and state agencies.~~
- ~~4. Assist in maintaining enrollment applications and claims records for County sponsored benefit plans.~~
5. Assist in managing annual open enrollment period each year. Assist with distribution of materials from carriers, assists with, communicating changes to employees and arranges for on-site representation by providers.
6. Assist in processing changes within deadlines.

### Knowledge, Skills, and Abilities

1. Skills to communicate with employees, applicants and officials.
2. Skills to perform basic arithmetic functions.
3. Skills to complete various forms, records and general correspondence.
4. Knowledge of personnel functions.
5. Knowledge of state and federal laws that pertain to personnel activities.
6. Ability to work independently.
7. Knowledge of departmental policies and procedures and ability to apply them to work related problems.
8. Knowledge of general office procedures.
9. Ability to maintain the highly confidential nature of human resources work.
10. Skills and ability to maintain accurate and attention to detail.

### Other Characteristics

1. Willing to travel for the purpose of professional development.
2. Willing to work non-standard hours as required.
3. Must be well-organized.

### Minimum Qualifications

1. Possess a valid driver's license and be insurable by the County insurance standards.
2. High school diploma or equivalent.
3. ~~3-4~~ 1-2 years of office experience, required.
4. Experience and basic understanding of human resource functions, preferred.
- ~~5. Experience and basic understanding of benefit administration and accounting, preferred.~~

## POSITION DESCRIPTION

Title: Benefits ~~Coordinator~~ Specialist  
Department: Personnel Department  
Job Analysis: 01/86, 04/01, 06/03, 10/05, 08/08, 02/11, 09/11, 06/16, 09/17,  
08/19

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports To: Personnel Director, Assistant Personnel Director  
Subordinate Staff: None  
Internal Contact: All employees, Elected Officials  
External Contacts: Various Benefit Providers  
Status: Classified/Non-Exempt (J H)

### Job Summary

Responsible for ~~administration~~ implementation of employee benefits with the County. As needed, provides special guidance and assistance on County benefits to all County employees. ~~Surveys industry and/or community to determine County's competitive position in employee benefits.~~ Works in conjunction with the Assistant Personnel Director to ~~develop, recommend, and install~~ implement approved, new, or modified plans and employee benefits policies, and administer existing plans. Assists in developing cost control procedures to assure maximum coverage at the least possible cost to the County and its employees. Ensures plans are administered in accordance with federal and state regulations and plan provisions are followed.

### Job Domains

#### A. Benefits

1. Administers all County sponsored benefit plans including enrollments and terminations.
2. Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.
- ~~3. Evaluates and compares existing County benefits with those of other employers by analyzing other plans, surveys, and other sources of information.~~
4. Works in conjunction with the Assistant Personnel Director to to ~~develop, recommend,~~

~~and install~~ **implement** approved, new, or modified plans and employee benefits policies, and administer existing plans. Assists in developing cost control procedures to assure maximum coverage at the least possible cost to the County and its employees.

- ~~5. Evaluates and recommends specifications for new plans or modifies existing plans to maintain County's competitive position in labor markets and obtain uniform benefit package.~~
- ~~6. Assist in preparing~~ **Prepares** reports and applications required by law to be filed with federal and state agencies. ~~Reviews and analyzes changes to state and federal laws pertaining to benefits, and reports necessary or suggested changes to the Personnel Director.~~
- ~~7. Assures that existing and new benefit programs are adaptable to standardized computer and reporting systems.~~ **Assists in developing** ~~Develops~~ benefit information and statistical and census data for actuaries, insurance carriers, and management.
8. Counsels employees on plan provisions so that individuals can make informed benefit decisions.
9. Maintains enrollment applications and claims records for County sponsored benefit plans.
10. Manages annual open enrollment period each year. Arranges for distribution of materials from carriers, assists with, communicating changes to employees and arranges for on-site representation by providers. Processes changes within deadlines.
11. **Assist in serving** ~~Serves~~ as the COBRA Administrator.
12. Oversees notification of COBRA eligibility.
- ~~13. Process monthly billings from insurance providers in a timely manner. Reviews billings for accuracy. Resolves any discrepancies.~~

#### ~~B.~~ **HR Information System**

1. Maintains employee benefit history in computer system.
- ~~1. Assists employees with Family Medical Leave information.~~
- ~~2. Works in coordination with medical personnel to determine eligibility.~~
3. Provides employment verification on current and previous employees.
- ~~4. Conducts exit interviews and retirement counseling.~~
5. Prepares benefits statements for all County employees.

#### ~~C.~~ **Miscellaneous**

1. Assists with new employee orientation as required.

### **Knowledge, Skills, and Abilities**

1. Skills to communicate effectively with office staff and general public.
2. Math skills to add, subtract, divide, and multiply.
3. Skills to prepare reports, complete forms, and to compose letters.
4. Skills to understand written instructions, manuals and correspondence.
5. Knowledge of payroll procedures.
6. Knowledge of general office procedures.

7. General knowledge of departmental policies and procedures and ability to apply them to work problems.
8. Ability to work independently.
9. Ability to analyze and trouble shoot computer related problems.
10. Skills to manage benefits and payroll issues.
11. Skills to manage payroll/HR software.
12. Knowledge of all state and federal payroll/benefits law.

### **Other Characteristics**

1. Willing to travel for purpose of professional development.
2. Willing to work overtime and nonstandard hour to meet deadlines.

### **Minimum Qualifications**

1. ~~Associate's degree and a minimum of two (2) years' experience in benefits administration or five (5) years prior benefits administration experience or combination of education and experience equivalent to these requirements.~~
2. High school diploma or equivalent, required.
3. 3-4 years of office experience with experience and basic understanding of benefits and human resource functions, required.
4. Possess a valid driver's license and be insurable by the County insurance standards.