



POSITION DESCRIPTION

Title: Personnel Specialist

Department: Personnel Department

Job Analysis: September 2020

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 (307)

Job Summary

The Personnel Specialist 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. Prepare and enter in employee evaluation and compensation information into system.
10. Prepares miscellaneous research and reports as requested.
11. Answers incoming telephone calls and refers to proper Personnel staff.

12. Routes faxes, mail, and general correspondence to the appropriate staff.
13. 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 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.
3. 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. 1-2 years of office experience, required.
4. Experience and basic understanding of human resource functions, preferred.