



POSITION DESCRIPTION

Title: Personnel Specialist II

Department: Personnel Department

Job Analysis: September 2021

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 (310)

Job Summary

The Personnel Specialist II is responsible for providing 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. Employees in may perform/cross train duties in one or multiple options as outlined in the Job Domains.

Job Domains

Personnel Option

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 Option

Responsible for implementation of employee benefits with the County. As needed, provides special guidance and assistance on County benefits to all County employees. Works in conjunction with the Assistant Personnel Director to 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.

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. Assist in payroll functions including input of payroll data and editing time transactions.
4. Works in conjunction with the Assistant Personnel Director to 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. Assist in preparing reports and applications required by law to be filed with federal and state agencies.
6. Assists in developing benefit information and statistical and census data for actuaries, insurance carriers, and management.
7. Counsels employees on plan provisions so that individuals can make informed benefit decisions.
8. Maintains enrollment applications and claims records for County sponsored benefit plans.
9. 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.
10. Assists in processing monthly billings from insurance providers in a timely manner. Reviews billings for accuracy. Resolves any discrepancies.
11. Assist in serving as the COBRA Administrator.
12. Oversees notification of COBRA eligibility.
13. Conducts exit interviews and retirement counseling.
14. Maintains employee benefit history in computer system.
15. Provides employment verification on current and previous employees.
16. Prepares benefits statements for all County employees.
17. Assists with new employee orientation as required.

Training Option

Under general direction from the Training Manager, the Training Specialist identifies, schedules, and coordinates brand training programs. Facilitates New Hire Orientation bi-weekly or as needed. Facilitates brand training programs that drive the Baldwin County vision/mission and recognition for the county. Develop new curriculum and edits existing brand training programs such as training workbooks, demonstration models, multimedia visual aids, refresher training, etc. Meets with department leaders and staff to discuss ways to create business culture awareness and promote internal/external service into the employee culture. Works with Training Manager to track, measure, and monitor the completion and effectiveness of development and training programs to ensure alignment with the Baldwin County development strategies.

1. Assists with the development and implementation of Baldwin County brand training programs at multiple locations throughout Baldwin County.
2. Works flexible hours; evenings and weekends as requested or required.
3. Coordinates training schedule for training programs. Partners with the Training Manager to identify employee groups for supervisor/management training.
4. Facilitates New Hire Orientation (NHO) bi-weekly or as needed. May be requested to conduct NHO during "off hours" if needed.
5. Cross train other Training Specialists as needed.
6. Assists the Training Manager with identification of organizational issues and needs and appraises opportunities for development or improvement utilizing training.
7. Evaluates and measures the effectiveness of training programs. Ensures alignment with the Baldwin County strategy and objectives; make recommendations for change.
8. Partners with the Training Manager to develop training aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and scripted role- play scenarios.
9. Partners with the Training Manager to conduct training needs analysis
10. Assists the Training Manager with curriculum revisions and methods to improve effectiveness.
11. Maintains training history in the Baldwin County LMS for all employees
12. Any and all other duties as assigned

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. Skills to understand written instructions, manuals and correspondence.
5. Knowledge of payroll procedures.
6. Knowledge of personnel functions.
7. Knowledge of state and federal laws that pertain to personnel activities.
8. Ability to work independently.
9. Knowledge of departmental policies and procedures and ability to apply them to work related problems.
10. Knowledge of general office procedures.
11. Skills to manage benefits and payroll issues.

12. Skills to manage payroll/HR software.
13. Ability to maintain the highly confidential nature of human resources work.
14. 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. Associate degree in Public Administration, Human Resources Management or related field and a minimum of four (4) years of related experience; or a combination of training and experience equivalent to these requirements.
3. Certification in Human Resources (SHRM, AAPPA, or IPMA), preferred.