



Human Resources Specialist (2205)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 17

Safety-Sensitive: No

Purpose

The purpose of this classification is to plan, coordinate, and implement County compensation, payroll administration, and employee benefits programs and to provide professional human resource support to departments regarding applicable laws, rules, regulations, policies and procedures.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Leads and coordinates daily work activities of assigned co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; and assists with training and instructing co-workers regarding operational procedures and proper use of equipment.

Prepares and maintains County payroll records and disbursements: audits employee time and attendance logs; identifies errors, omissions, and inconsistencies; process approved payroll change notices; computes wage and overtime payments, special pays, accumulation and use of leave time, benefit contributions, and special withholdings; and coordinates direct deposit function.

Reports payroll activities to the Finance Department: reviews and approves pre-payroll register before generating payroll checks; posts payroll register; refers reconciliations for direct deposit and undistributed checks; posts payroll to the general ledger; provides other periodic payroll and benefit documents to the Finance Department for approval; and resolves discrepancies.

Balances all payroll deductions: computes correct withholding for tax liens, garnishments, and child support orders; ensures deposit of state and federal withholdings; reconciles benefit billings; maintains and processes payments for direct and supplemental employee benefit programs.

Assists in administering human resources programs, laws, regulations, and activities, such as Workers Compensation, Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), Health Information Portability and Accountability Act (HIPAA), Consolidated Omnibus Budget Reconciliation Act (COBRA) and other programs as assigned.

Provides guidance, advice and support to departments regarding human resources issues; provides information regarding and interprets human resources programs, policies and procedures, and laws and regulations; receives and responds to inquiries; conducts research; provides technical analysis; and makes appropriate recommendations.

Prepares state and federal reports, including quarterly wage reports, unemployment reports, and other employee related wage and benefit reports; ensures accuracy and timely filing of the same; conducts fiscal and year-end reconciliations; generate W-2's, 1094C, 1095C and corresponding state and federal withholding documents; and files statements with appropriate agency.

Processes employee insurance claims: enters employee information into insurance databases; and assists employees with personal inquiries in areas of responsibility.

Coordinates retirement benefit activities: inputs employee information into payroll system for retirement benefits; schedules monthly meetings with retirement representative and employees; and communicates retirement distribution documentation to employees leaving the County.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Human Resources, Accounting, or a related field required; supplemented by two years of experience in human resources, compensation and payroll administration, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019