

**COUNTY OF NORTHAMPTON
POSITION DESCRIPTION**

**TITLE: HUMAN RESOURCES SPECIALIST
STATUS: EXEMPT
GRADE: 122**

Approved: September 2017

GENERAL DESCRIPTION:

Performs complex and responsible professional human resources administration and prepares payroll for all County employees and other assigned duties. The position is directly responsible for the overall administration, coordination and evaluation of the human resource function and works under the direction of the Director of Finance for payroll administration and under the direction of the County Administrator for personnel administration.

PRIMARY DUTIES:

Oversees or assists in the planning, implementation, monitoring, interpretation and evaluation of a centralized County-wide personnel program such as recruitment and testing, employee relations, employee/applicant records and tracking, and classification and compensation.

Researches and analyzes information and makes recommendations to management regarding plans of action, policy development and programming for the department to which assigned; develops, implements and interprets policies, procedures and programs; monitors and evaluates the effectiveness of human resource procedures, policies and programs and recommends and implements changes as needed; monitors employee work performance program. Serves as Sexual Harassment Officer.

Provides information for or trains and serves as consultant to other county agencies/departments in the implementation and interpretation of personnel policies, procedures, rules and regulations and programs.

Coordinates and conducts new hire orientation on county benefits; processes benefits changes; handles all COBRA/HIPAA administration; handles inquiries from county employees/retirees/citizens regarding benefits; processes all personnel action forms related to salary changes; processes deferred compensation paperwork and answers inquiries as necessary; assists with open enrollment for benefits and reviews related paperwork; coordinates employee assistance program; develops and distributes internal employee communications regarding new or updated benefits.

Maintains statistical and narrative records of the County's personnel activities and prepares regular and special reports as requested; assists in preparing personnel requests for annual County budget.

Maintains employee sick leave, annual leave, compensatory time and holiday time records.

Serves as the liaison for worker's compensation claims; audits monthly insurance billing statements and codes premiums to each department.

Prepares semi-monthly payroll; enters and verifies deduction, tax and rate changes; processes and verifies checks and reports; and reports payroll withholding to appropriate federal and state agencies; submits backup documentation to Treasurer for payroll deposit checks. Reconciles all payroll withholding accounts in the general ledger.

Prepares and generates special forms and documentation, including monthly, quarterly and year-end reports, including Form 941, state diskettes, reports for auditors, departmental reports, and payroll processing forms. Processes year-end closing and generates W2 Forms.

Performs other duties as necessary for the Director of Finance and the County Administrator.

DATA RESPONSIBILITY:

Ability to prepare routine correspondence and reports utilizing computerized office applications. Ability to understand, learn, interpret and explain payroll policies and procedures, and to apply such guidelines appropriately to different situations. Collects, classifies, and formats data or information accurately and timely.

PEOPLE RESPONSIBILITY:

Ability to interact effectively and pleasantly with a wide variety of individuals including co-workers, vendors, third-party consultants, outside professionals and members of the public.

INVOLVEMENT WITH THINGS:

Knowledge of standard office procedures, practices, forms and equipment; dexterity and accuracy in operating adding machines and word processing keyboards. Ability to learn and operate computer systems, including all Microsoft Office applications (Word, Excel, Power Point, Outlook).

ASSETS RESPONSIBILITY:

Job performance may produce considerable economies and/or prevent considerable losses through the management of job responsibilities and the handling of large amounts of money.

SAFETY OF OTHERS:

Requires no responsibility for the safety and health of others.

MATHEMATICAL REQUIREMENTS:

Uses practical application of basic mathematical calculations, fractions, percentages, ratios and proportions; may use algebraic solutions of equations and equalities and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS:

Reads technical instructions, legal and legislative documents, charts, and/or procedures manuals; composes routine correspondence and reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK:

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS:

Makes decisions with moderately serious impact – affects work unit and may affect other units or citizens. Errors in work product could result in an adverse impact on employee morale, confusion and delay, and could have legal and/or financial repercussions.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS:

Requires associate's degree, however, preference given for bachelor's degree, preferably in personnel administration, human resources, public administration or a field directly related to the area of assignment.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:

Requires none.

EXPERIENCE REQUIREMENTS:

Requires four years of related work experience. Any combination of education and experience to equal four years of work experience will be considered.

SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the accepted principles, practices and methods of human resource administration and applicable federal and state laws regulating hiring matters.

Knowledge of payroll processing and automated office systems and procedures.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS:

Requires sedentary work involving standing or walking for brief periods and some dexterity in operating machines, tools or office equipment.

UNAVOIDABLE HAZARDS:

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS:

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The County of Northampton is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.