



## JOB DESCRIPTION

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**JOB TITLE**

Human Resources Assistant

**DEPARTMENT**

County Board Office

**REPORTS TO**

County Board Office

**CLASSIFICATION**

Nonexempt, \$15.00-16.00 per hour

**DATE**

April 2019

**POSITION TYPE AND EXPECTED HOURS OF WORK**

Full Time, Monday-Friday, 8:30am – 4:30pm

**TRAVEL**

No overnight travel is expected for this position. There may be occasional local day travel.

**SUMMARY**

The Human Resources Assistant performs the day-to-day human resource functions of the County Board Office. The HR Assistant administers the human resources policies, procedures, and programs.

**ESSENTIAL FUNCTIONS**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Maintains employee-related databases, fully utilizing the HRIS to produce meaningful reports to the County Board and department heads.
- Partners with management to communicate Human Resources policies, procedures, programs, and laws. Interprets union contracts as it relates to county policies.
- Administers routine disability and worker's compensation claims.
- Administers health and wellness plans including new enrollments and terminations. Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions. Serves as the COBRA administrator for the County.
- Coordinates and conducts the new employee on boarding process and presents benefits to ensure employees gain an understanding of benefit plans and enrollment provisions.
- Plans and administers annual open enrollment period. This includes preparation (or revision) and distribution of materials, conducting meetings to communicate changes to employees, arranging for on-site representation by providers, and processing changes within deadlines.

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- Plans and administers County wellness program and annual biometric screenings. Coordinate with multiple County facilities and stakeholders.
- Maintains employee personnel files, medical files and other documentation for employees.
- Implements personnel policies and procedures; maintains employee handbook on policies and procedures.
- Maintains organizational charts and employee directory.

## **SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

## **KNOWLEDGE AND SKILL REQUIREMENTS**

- At least 3-5 years of human resources experience required. Work experience should include knowledge of basic human resources, benefits administration, and compliance or other related experience.
- Must have strong knowledge of a variety of computer software applications including, benefits, time and attendance, and self-service systems.
- Must have a high level of interpersonal skills to handle sensitive and confidential situations.
- Strong organizational and administrative skills; detail oriented; excellent time management.
- Proven track record of reliability and responsibility.
- Discreet, able to handle confidential and proprietary information appropriately. High level of integrity.
- Proficient in Microsoft Office applications.

## **REQUIRED EDUCATION AND EXPERIENCE**

A minimum of a high school diploma and 3-5 years of human resources experience. Bachelor's degree and SHRM-CP certification preferred.

## **PHYSICAL DEMANDS**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

## **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets and fax machines.

## **EEO Statement**

Adams County is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.