

POSITION DESCRIPTION
COUNTY OF GREENE, INDIANA

POSITION: Human Resources Generalist
DEPARTMENT: Auditor
WORK SCHEDULE: 8:00 AM – 4:00 PM, M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: September 2022 **STATUS:** Full-time
DATE REVISED: N/A **FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Greene County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as HR Deputy/HR Generalist for the Greene County Auditor’s Office, responsible for administering employee benefit plans, ensuring compliance with local, state, and federal employment regulations, preparing various related reports, and assisting department heads and supervisors.

DUTIES:

Oversees implementation of County personnel policies and procedures, including ensuring compliance with local, state and federal employment regulations, such as Equal Employment Opportunity/Affirmative Action (EEO/AA), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), and Family Medical Leave Act (FMLA), ensuring completion of required forms, interpreting policies and procedures, writing directives, instructing/advising supervisors and other personnel, and responding to inquiries.

Communicates Human Resource policies, rules, regulations and procedures to County employees, providing information, answering questions, and ensuring compliance with County personnel policy, and local, state and federal employment regulations.

Processes new employees’ orientation, new hire required forms, and insurance.

Enrolls employees in County health insurance plan, provides explanation of plan options, and answers questions/concerns.

Creates and maintains Human Resource records, such as recording new hires, transfers, terminations, changes in job classifications, promptly entering and updating employment and status changes when reported by elected officials or department heads.

Assists department heads in recruiting and screening process for job vacancies. Conducts orientation for new personnel, providing information and explanation of employee benefits, personnel policies and work rules, and responding to inquiries related to onboarding forms. Assists department heads and supervisors with conducting exit interviews and explaining benefit options.

Administers Benefits Continuation (COBRA) coverage, such as sending COBRA notices, enrolling, explaining, maintaining coverage, receiving payments, including processing and maintaining third party sick pay, quarter end reporting and payments, and processing terminated employees. Sends required notices, including, but not limited to, deductions adjustments.

Administers Indiana Public Retirement System (INPRS) program, including processing, balancing, and administering involuntary, voluntary, and employer contributions, such as enrollments, termination, payment, balances, reports, and maintains records and sends required notices as needed.

Maintains employee benefits program and informs employees of benefits by studying and assessing benefit needs and trends, including recommending benefit programs to Health Insurance Board of Trustees or Commissioners, directing process of benefit claims, designing, and conducting educational programs on benefit programs.

Creates, reports, processes, and maintains Worker's Compensation injury records and claims and processes and maintains unemployment records.

Investigates unemployment claims, determining eligibility, preparing protest documentation on ineligible claims, discussing/assisting employment office with problems, and attending hearings, as needed.

Complies with State, Federal, and local legal requirements by studying existing and new legislation, anticipating legislation, enforcing adherence to requirements, advising management on needed actions, educating employees of OE, and processing all changes. Maintains labor signs and employee poster requirements

Creates and distributes questionnaires pertaining to job duties, periodically conducting audits of position functions, and works with county attorney periodically to update job descriptions.

Maintains employee confidence and protects operations by keeping human resource information confidential.

Maintains quality service by following organizational standards, and maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

Calculates, processes, and mails quarterly unemployment report.

May testify in legal proceeding/court as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associates degree and/or equivalent combination of education, experience and/or training in related field.

Valid Indiana driver's license and demonstrated safe driving record.

Thorough knowledge of and ability to make practical application of standard principles of human resources administration, local ordinances, County personnel policies and procedures, and local, state, and federal employment regulations, including Affordable Care Act, Worker's Compensation, HIPAA, EEO, ADA, FLSA, and FMLA.

Working knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports.

Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files/records.

Working knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to maintain knowledge of all computer software programs used by the Auditor's Office, proficiency in spreadsheet and database design, and ability to organize and interpret large amounts of data.

Ability to operate standard office equipment, including computer, typewriter, calculator, fax machine, postage meter, copier, telephone.

Ability to communicate effectively orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department records and information according to state requirements.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compute/calculate/perform arithmetic operations.

Ability to compile, collate, or classify data, analyze and evaluate data, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and plan and lay out assigned work projects.

Ability occasionally to testify in legal proceeding/court as required.

Ability to occasionally travel out of town, sometimes overnight, for education and/or conference attendance.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are broad in scope involving many variables and considerations. Incumbent operates within well-established government regulations and County policies, exercising independent judgment in interpreting and relating guidelines to specific situations.

III. RESPONSIBILITY:

Incumbent is responsible for all aspect of Human Resources Administration, including maintaining County benefit programs. Incumbent applies County policies and procedures to individual cases, discussing unusual/unprecedented situations with Auditor, County Attorney, and Commissioners as needed. Work is reviewed periodically for technical accuracy and compliance with Federal, State, and local laws and County policies.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of exchanging/verifying information, rendering service, providing instruction/explanation, and resolving problems.

Incumbent reports directly to County Auditor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended, weekends, and/or evening hours, and occasionally travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of HR Deputy/HR Generalist describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name