

HUMAN RESOURCES /PAYROLL SPECIALIST

General Statement of Duties

Performs professional and responsible administrative work and technical support for Human Resource services to all Hyde County employees.

Distinguishing Features of the Class

An employee in this position is responsible for the coordination and oversight of all Human Resources/Payroll functions within Hyde County. This position will report to the County Manager and will become responsible for the management and technical support of a variety of moderate to complex records addressing human resource appointments, salary administration, records and status changes for Hyde County employees. The employee in this position will become accountable for the planning, development, implementation and modification of the Hyde County personnel policies and procedures as well as responsibility for ensuring compliance with the provisions of other state and federal regulations. Employee will act as a resource to department heads and county employees in all human resources services to include policy and procedure interpretation and payroll activities and adjustments. The position will become responsible for research, recommendations and problem resolution in the areas of position management, recruitment and selection, salary administration and pay plan development, benefits administration, training activities and employee relations. Employee in this position will become accountable for the maintenance of all personnel and payroll documents and will ensure complete accuracy at all times.

Duties and Responsibilities

Essential Duties and Tasks

Serves as a resource for department heads and employees in the interpretation of local, state and federal policies, regulations and procedures and will ensure overall compliance, adherence and accuracy.

Develops resolutions to complex, sensitive and explosive situations and will maintain appropriate documentation on an as-needed basis.

Responsible for the maintenance and administration of the county's recruitment and selection activities to include the oversight for ensuring equal opportunities for both applicants and employees;

will be assigned the oversight for posting and advertising vacancies, coordinating recruitment issues including qualifications determinations and all pre-employment screenings.

Develops, maintains and modifies orientation and training programs in regard to county's services, policies and benefits.

Serves as a liaison with other agencies in regard to providing county benefits and will research and recommend to management new and more comprehensive benefits as well as coordinating the implementation of all benefit changes.

Provides technical guidance and training in regard to a variety of employment conditions to include retirement, unlawful workplace harassment, Family Medical Leave Act, Americans with Disabilities, military leave, leave without pay, workers' compensation, drug free workplace, technology usage confidentiality, etc.

Establishes and administers the county's compensation plan, address salary administration issues, complete annual county pay plan, serve as the resource for wage and hour requirements for all employees subject to the overtime provision of the Fair Labor Standards Act and will maintain county compliance.

Responsible for all payroll activities, will monitor employee changes and make adjustments accordingly.

Maintains all payroll and personnel records, will enter salary information on deductions, pay rates, status changes, will resolve all discrepancies and address with employees.

Responsible for processing and sending all payments for insurances, state and federal taxes, garnishments, etc.

Be involved in the development and implementation of performance evaluations and will serve as a technical expert in the area of disciplinary actions, position management, organizational design and other human resources activities within Hyde County.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Communicates effectively, both in writing and verbally, exercise sound judgment and discretion, knowledge of governmental organization in addition to human resources rules and regulations, ability to prioritize, to maintain work in an organized fashion and to meet stressful deadlines.

Represents the County in a professional manner with the ability to exercise discretion in the application and interpretation of policies and procedures.

Ability to perform office administrative practices and procedures, establish and maintain effective working relationships with a variety of public contacts, address confidential matters in an appropriate manner, and understand a variety of office management and support functions.

Physical Requirments

Must be able to physically perform the basic life operational functions of reaching, fingering, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pound of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare data and statistics, to work with accounting processes, to operate a computer terminal, and to perform extensive research and reading.

Education and Experience

Graduation from a four year college or university with a Bachelor's degree in business supplemented with experience in working with County Government Human Resources or Payroll; or an equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Special Requirements

Possession of a valid North Carolina Driver's License and North Carolina Notary Public certification.