## Human Resource Officer

### Lincoln County Human Resource Office

POSITION SUMMARY

Under the supervision of the Lincoln County Board of Commissioners, the Human Resource Officer is a non-exempt position under FLSA. This employee handles various job responsibilities including processing payroll, maintaining personnel records, recruiting new employees, assisting department heads with employment issues. This employee must possess excellent organizational, written and oral communication, as well as public relation skills. This position must handle numerous duties simultaneously, and have the ability to handle confidential information without compromise.

ESSENTIAL FUNCTIONS

* Maintains education and monitor requirements regarding employees, municipalities, state and federal agencies to ensure compliance with local, state, and federal laws;
* Prepares and maintains accurate payroll accounts; including time clock system, personnel time records, deductions / garnishments, direct deposits, and withholdings as required;
* Completes payroll projections for department heads;
* Prepares salary and personnel surveys as required by various government agencies;
* Maintains all personnel records, including employee list by hourly/annual rate, and job title; licenses, credentials, certifications and training;
* Prepares and Maintains employee benefit projections as required;
* Acts as contact for health insurance, K.P.E.R.S., AFLAC and all other supplemental and deferred compensation plans, etc.;
* Assists department heads and employees with employment issues and conflict resolution, including application collection, interviews, disciplinary action, evaluations and exit interviews;
* Maintains Drug and Alcohol Testing and EAP program for DOT, Non-DOT and FTA pools;
* Executes department heads requests for recruitment, advertising, pre-employment screening, background checks, interviewing, initial paperwork processes etc.; and Maintain uniform guidelines for hiring and ensure they are followed by all the departments.
* Schedules employment orientation and benefit enrollment; Process and enter all new hire enrollments to benefits, as well as any and all changes for current employees.
* Maintains current job descriptions for all county positions and updates annually;
* Maintains current and accurate account of employees leave time;
* Conducts exit interviews and provides the necessary information to terminated employees regarding COBRA, KPERS, leave benefits, etc;
* Files employee workers’ compensation claims and unemployment responses;
* Coordinates training & educational sessions for county employees.

MARGINAL FUNCTIONS

* Reports to the Board of County Commissioners with updated information or correspondence
* Develops and implements succession planning for key county positions;
* Maintain the County Employee Handbook, employee evaluation documentation and development of employment policies; Understand all the personnel policies and provides interpretations as necessary. As needed, prepares policies for final approval by the BOCC.
* Prepare and submit the Human Resource Budget
* Participates in training and educational sessions as needed;
* Provides information to the County Auditor as requested;
* Answers incoming telephone inquiries in a professional and pleasant manner;
* May engage in general clerical duties for any department needing assistance;
* Performs other duties as deemed necessary or assigned;

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Position Requirements

EXPERIENCE: This is employee should possess 3 to 5 years of experience with payroll administration and related tasks. Employees are expected to acquire the necessary information and skills to perform the job reasonably well within six months of employment.

EDUCATION: A high school diploma or GED is required. Post-secondary education with an emphasis in the Human Resource is preferred.

TECHNICAL SKILLS: This employee should have knowledge of federal and state employment regulations including, FLSA, ADA, FMLA, etc. Employee must have the ability to deal with difficult individuals or situations, maintaining a polite and professional demeanor. Knowledge of computers and computer software, printers, calculators, typewriters and paper shredders is necessary for this position. This employee must possess a strong command of the English language and the ability to communicate effectively. This employee must have excellent organizational and public relation skills, and have the ability to maintain confidentiality.

PROBLEM SOLVING: Some problem solving exists in this position. Problems that this employee may encounter include resolving personnel issues and dealing with dissatisfied employees.

DECISION MAKING: Independent decision-making is a factor in this position. This employee makes decisions regarding the prioritization of daily assignments, payroll matters, matters involving employee benefits and conflict resolution.

SUPERVISION: This position acts under the direct supervision of the Board of County Commissioners. This employee does not provide supervision over subordinate personnel.

FINANCIAL ACCOUNTABILITY: This employee is responsible for department resources and equipment. The Board of County Commissioners will request assistance with the budget process regarding payroll and benefit cost, as well as other clerical expenditures.

PERSONAL RELATIONS: Daily contact with the general public, other employees and supervisory personnel is expected. Courteous treatment and consideration of others is required.

WORKING CONDITIONS: No adverse working conditions exist in this position. Working in an office setting with a computer and other office equipment is the primary aspect of this position. Occasional confrontations are to be expected.

PHYSICAL REQUIREMENTS: Physical activity associated with working in an office setting with some lifting and carrying heavy objects is required. There is occasional kneeling, climbing and bending.

ATTENDANCE: Employees must be at their job performing essential duties on a regular and continuing basis with no excessive absences, using the time clock and leave time according to policy.