



Human Resources Administrator Job Description

Position Summary

This position assists in the direction of all human resources functions of Mason County. This position works under the discretion of the County Treasurer.

Essential Job Functions

- Establish and maintain personnel files relating to benefits and discipline for all new, current, and terminated employees
- Communicate benefit information to employees; conduct new employee enrollments; administer the county wellness plan and employee separations; and assist in maintaining benefit plan documents and compliance of related documents;
- Counsel all levels of employees regarding HR policies, FMLA, benefits, employee issues and/or complaints
- Administer FMLA and ADAAA which includes verifying leaves, certifications, accrued time, unpaid time, and collect premiums for benefits
- Communicate and coordinate with all employees regarding the process for open enrollment and retirement seminars
- Assist with the administration of HR programs including the policy manual, training programs, CDL drug testing program, and background checks as needed for employment with the county, and annual benefits enrollment
- Process all workers compensation claims and required paperwork
- Administer new job postings for various county offices and advertise as needed and assist other departments in writing job descriptions
- Maintain all human resource records, including but not limited to job descriptions, employee and safety handbooks and all internal forms
- Observe confidentiality of all human resources information

Other Duties and Responsibilities

- Respond to and resolve routine and sensitive inquiries and complaints; refer complex issues to appropriate staff
- Perform a wide variety of clerical duties including typing, filing and answering telephones; preparing, maintaining and updating a variety of files, records and filing systems; purge and archive obsolete files as needed.
- Process mail daily
- Perform department errands as needed
- Monitor and comply with county internal control policies, state and federal policies, guidelines and regulations concerning confidentiality to include Health Insurance Portability and Accountability Act (HIPAA)

- Attend Commissioner's Court as needed pertaining to all HR related topics; give reports and updates on all topics related to HR if required or requested
- Other duties as assigned by County Treasurer.

Education/ Experience

- High School diploma or equivalent; some college preferred.
- One-year clerical experience or training which provides the required knowledge, skills and abilities

Knowledge Skills and Abilities

- Ability to learn state and federal employment laws; proficient skills in reading, understanding, interpreting, and following federal, state and local laws and protocols related to personnel and employment issues
- Knowledge of employee benefits and retirement plans
- Skill in articulating the concerns of county employees
- Possess general organizational skills
- Ability to communicate effectively, both verbally and in writing
- Ability to work independently
- Knowledge or ability to understand county government operations
- Ability to maintain highly ethical behavior and communications
- Ability to maintain confidence in personal and employment related information
- Ability to accept constructive criticism and tolerate impolite behavior
- Understand basic principles of mathematical skills
- Knowledge of modern office procedures, methods and computer equipment

Physical Standards

- Must be able to remain in stationary position for up to two hours at one time
- Need to occasionally move about inside the office to access files cabinets, office machinery, etc.
- Possess the ability to speak on phone and in person
- Occasionally move boxes weighing up to 40 pounds
- Occasionally position self to maintain computers in the office, including under the desk
- Must be able to identify and determine items on the computer screen
- Work in a standard office environment

Special Conditions

- Overtime hours as needed and approved by County Treasurer
- Frequent interaction with and other county employees and elected officials