



Madison County Vacancy Announcement

Human Resources Technician Finance Office

Position Summary:

An employee in this class is primarily responsible for administering varied benefit programs and overseeing the onboarding process for employees. Work includes extensive interaction with employees regarding various benefits, coordinating with insurance companies, and the Local Government Retirement System on forms processing, reporting, and resolving any complaints. An employee in this class will also be responsible for assisting with the County's safety program and Workers Compensation Claims, assisting with employee training, and other Human Resources related projects and programs as needed. This employee will also be fully cross trained in payroll and will serve as back-up to payroll. Sound judgment, initiative, listening skills, confidentiality, tact and diplomacy are essential for performance of duties. Work is performed under the general supervision of the Human Resources Director.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will also be accepted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Minimum Qualifications:

Graduation from an accredited college with an Associate degree in Human Resources, Business Administration preferred or equivalent combination of education and experience. Some experience in human resources preferred.

SPECIAL REQUIREMENTS

Commissioned as, or ability to obtain Commission as a Notary Public. Some travel to workshops and conferences may be necessary.

Essential Functions:

The duties listed below are not inclusive, but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties as well as other related duties:

ONBOARDING DUTIES:

- Ensures new employees receive the appropriate new hire paperwork.
- Completes E-Verification process.
- Assists with new hire orientation.
- Sets employees up in TimeClock, Employee Navigator, Payroll system and other systems as

needed.

- Enters all required information and deductions into systems and ensures all information is maintained and accurate for bi-weekly payroll processing.
- Ensures all employees have time entered in TimeClock for payroll; adds vacation/sick/holiday leave as needed. Contacts Department Heads and Supervisors to verify information as needed.
- Ensures all deductions, changes, and employee time is entered into appropriate systems for payroll to be processed.
- Terminates employees from systems when employment ends.

BENEFIT ADMINISTRATION:

- Administers the benefits program for County employees and staff; schedules and conducts orientation sessions for new employees; organizes materials and develops packages of materials; explains basic provisions of various benefits and answers employees' questions; assists employees with completing forms and enters data into system.
- Coordinates and follow-up with insurance companies to resolve complaints and assure proper employee enrollment; coordinates meetings of insurance program vendors (with supplemental benefits plans) with employees.
- Enters benefit deductions into all systems and registers employees into appropriate benefits.
- Reconciles benefit invoices and submits to Finance for payment
- Runs various reports and submits to appropriate vendors.

RETIREMENT:

- Assists employees with filing for retirement and explaining basic retirement calculations and provides information for employee's retirement account
- Coordinates and schedules retirement planning with North Carolina LGERS
- Calculates estimate of employee's retirement benefits through the County
- Submits monthly retirement report to Orbit.
- Submits retirement related reports.

OTHER DUTIES, as needed:

- Files departmental paperwork
- Provides customer service
- Cross trained in processing payroll and serves as back-up in the absence of Finance Technician III.
- Assist with Workers Compensation.
- Performs related duties as required

Knowledge Skills, Abilities:

- Considerable knowledge of policies, provisions and insurance regulations and benefits programs and workers' compensation requirements.
- Working knowledge of the state and federal laws especially relating to privacy of personnel records and HIPPA, and of the County's personnel policies and procedures.
- Working knowledge of theories, principles, and practices of personnel administration, especially for assigned functions.
- Knowledge of Orbit
- Knowledge of various employment law requirements and reporting requirements.
- Considerable knowledge of office administration techniques.
- Considerable judgment in interpreting and applying applicable personnel laws, regulations, and policies, and in handling a wide variety of information for staff.
- Strong interpersonal listening skills and ability to assist employees with concerns.
- Skills in coordination of program services and organization of work priorities.
- Knowledge of and skills in using computerized word processing, Microsoft Excel, and special software.
- Ability to maintain the confidentiality of personnel records and discussions
- Ability to use tact and diplomacy with staff, employees, public and others.
- Ability to research, interpret and compile records, reports, and a variety of data into required formats or established forms.
- Ability to communicate effectively in oral and written forms.
- Ability to establish effective working relationships with elected officials, managers, employees, and the general public.
- Ability to analyze and use policy and procedures to resolve problems.
- Ability to gather and analyze information, compose, and implement reports and procedures.
- Ability to maintain strict confidentiality.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to perform the physical life functions of kneeling, crouching, reaching, pushing, pulling, lifting, walking, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess visual acuity to operate a computer, to read extensively, to prepare and review written reports, and to prepare and analyze data and figures.

Requirements: Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check.

Must possess a valid North Carolina Driver's License.

Salary: \$37,353.81-\$45,232.45. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.