Morgan County Job Description – HR Administrator

Title: Human Resources Administrator  
FLSA Status: Exempt

Department: Administration/Commissioners  
Pay Range: TBD

Supervisor: Direct supervision by County Administrator. Indirect supervision by County Commissioners and County Council.

PURPOSE OF POSITION: Under the authority of the County Commissioners and under the day-to-day supervision of the County Administrator, with the advice of the County Council, the Human Resources Administrator manages and supervises the Human Resources needs of Morgan County, and ensures compliance with all local, State and Federal personnel rules, regulations and laws.

ESSENTIAL FUNCTIONS:

- Advises, plans, and coordinates training sessions for elected officials, department heads and employees regarding human resource matters.
- In coordination with the County Administrator and other relevant parties, assists with safety and risk management needs of the County as needed or directed.
- Serves as mediator to all department heads regarding problem resolution and progressive disciplinary procedures.
- Update and monitor the employee review system to ensure compliance with all local, state and federal guidelines and specifications.
- Assists County personnel with unemployment issues, participates in unemployment appeals and hearings.
- Provides assistance to County personnel with processing Worker’s Compensation claims including filing of medical bills.
- Assists all personnel in explanation and processing of health insurance claims for the Morgan County Health Insurance Committee and related benefit programs.
- Maintains and updates confidential personnel files and applicant files.
- Assists in administering the selection process of hiring of new personnel including pre-screening applications, administering proper exams, and interviewing; makes recommendations to elected officials/department heads.
- Provides orientation to new hire personnel; prepares personnel forms; explains benefits and sick/vacation personal days.
- Conducts exit interviews and collects County property such as key cards and county identification.
- Provides past or present employment verification in accordance with County policy.
- Generate various reports for the County Council and the Commissioners and be available to attend meetings of Council and Commissioners as necessary.
• Assists in providing information to insure compliance with ADA, FMLA, OSHA, ACA – Affordable Care Act and other regulators.
• Serve as the County’s Title VI/ADA Coordinator.
• Be responsible for updating the Morgan County Employee Handbook at direction of the County Commissioners and Council and communicate any changes to county employees.
• Assist the Department Heads and Elected Officials in writing and the reviewing of job descriptions. Presents recommendations of pay grades and salaries to County Council for approval.
• Coordinates open enrollment process with auditor’s office to insure changes are put into place.
• Coordinates as needed with the auditor’s office.
• In coordination with the auditor’s office and other County leadership, source and implement a comprehensive Human Resources Information Management System.
• Assist the County Council in structuring and maintaining a wage system for Morgan County employees.
• Provide input and thought leadership to the Commissioners and Council on maintaining a competitive benefits program to County employees.
• Assist employees in obtaining information about PERF benefits.
• Coordinate with outside vendors, clinics, insurance carriers, consultants and other parties as necessary.
• Performs other related essential duties as required.
• Ability to use Window Outlook, Word and Excel proficiently.

EDUCATION AND QUALIFICATION REQUIREMENTS:

• Bachelor’s Degree in HR or Business Administration or a related field is preferred, plus relevant work experience, or, any equivalent combination of education, training and experience which provides the necessary knowledge skills and abilities. High interest in applicants with PHR or SHRM professional designations. Previous experience and understanding of local government operations is preferred but not required.

ESSENTIAL SKILLS:

• Ability to comprehend and correctly use a variety of informational documents including job applications, W-4 forms, I-9 forms, employee benefits, Worker’s Compensation documents, vacation/sick days worksheets, incidents reports, insurance information employee data, PERF reports, Social Security Medicare reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including County Personnel Manual, insurance manuals, Association of Indiana Counties bulletins, Federal Wages and Reference guides, and computer handbooks, manuals.
- Ability to prepare Medical forms, Worker’s Compensation forms/documents, employee data sheets, memos correspondence and other job related documents using prescribed forms and conforming to all roles of punctuation, grammar, diction and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality or restricted information.
- Ability to use and interpret accounting, payroll and personnel terminology and language
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices and departments
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly
- Ability to supervise, counsel and mediate, ability to persuade, convince, influence and train others, ability to advise and interpret on the application of policies, procedures and standards to specific situations, ability to explain, demonstrate and clarify to others within well established policies, procedures and standards
- Ability to communicate effectively with elected officials, department heads, County personnel, Federal/State representatives, County Council, County Commissioners, State Board of Accounts, insurance companies’ personnel and the general public and therefore must possess good written and oral communications skills.