

MEDINA COUNTY COMMISSIONERS

Job Description Human Resources Administrator Human Resources



SUMMARY

Prepares, processes or reviews a variety of personnel correspondence; Compiles, reviews, verifies and forwards to Auditor, bi-weekly, hours for payroll processing; Prepares and/or maintains personnel records; Processes personnel action forms for submission to Department of Administrative Services; Prepares resolutions for approval of personnel changes for employees under the jurisdiction of the Medina County Commissioners; Explains employee benefit plans; Oversees County's Workers' Compensation (WC) program; Interfaces with WC Managed Care Organization (MCO) and Third Party Administrator (TPA); Assists in development of personnel policies and procedures; Assists in the review and analysis of employee issues and recommends appropriate action; Develops job postings and places advertisements in local newspapers; Conducts salary surveys; Routes employee evaluations; Maintains HR data base.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Serves in a liaison capacity between Medina County Commissioners and the Department of Administrative Services to process and implement personnel actions for employees under the jurisdiction of the Medina County Commissioners. Prepares, processes or reviews a variety of personnel correspondence concerning vacant positions, applicants, individual appointments, status changes, transfers, promotions, demotions, salary changes, terminations, retirement and insurance enrollments; Maintains applicant tracking system; Explains laws, policies and regulations pertaining to personnel transactions as required for compliance; Prepares and/or maintains salary and payroll data, personnel records, including training and work histories, sick time and leave reports, performance appraisals and correspondence; Compiles data and prepares reports as directed. Contacts proper authority for interpretation of the laws, rules and regulations pertaining to the more complex transactions; Prepares resolutions to be brought before the Board of County Commissioners for employees under the jurisdiction of the Medina County Commissioners. **Time spent: 40%**
- II. Assists county employees by interpreting and explaining employee benefit plans, COBRA coverage, Family Medical Leave and billing problems. Oversees County's WC program; Receives, logs and reviews injury reports; Interfaces with WC Managed Care Organization (MCO) and Third Party Administrator (TPA) in the processing, payment and settlement of claims. Serves as County's representative at unemployment and WC hearings; Interfaces with Bureau of Workers' Compensation in the course of representing the interests of the County. Audits accuracy/adequacy of financial reserving; Coordinates activities with other County divisions to ensure that all actions taken on WC claims conform to State and County rules and regulations; Coordinates WC inquiries with other agencies. Trains divisions on State and County rules and regulations regarding WC. **Time spent: 20%**
- III. Oversees preparation, inputs and verifies data and transfers time records to Auditor's office on a bi-weekly basis for payroll processing. Maintains integrity of employee information within data base, i.e. rates, fund numbers, names, etc. **Time spent: 15%**
- IV. Assists in development of personnel policies and procedures; Assists in the review and analysis of employee issues and recommends appropriate action; Acts as administrative designee at pre-disciplinary conferences & prepares recommendations; Advises and counsels employees and management on personnel practices and actions; Researches and drafts responses to EEO complaints; Researches information, documents facts and prepares reports for use by Medina County Commissioners in matters before the State Personnel Board of Review. Coordinates the implementation of Human Resources procedures to ensure that agency administrators and employees are informed of current policies. **Time spent: 10%**

Class #: 64623C Class Title: Personnel Officer 3 Position Control #: Normal Working Hrs from : 8 a.m. to 4:30 p.m.
County of Employment: Medina Working Title: Human Resources Administrator Pos # & Title of Supervisor: 10410.0 - County Administrator

- V. Receives preliminary recruitment requests; prepares job postings and places advertisements in local newspapers; Updates tables of organization; Evaluates new and existing positions by investigating and analyzing position duties and responsibilities to determine appropriate position control numbers and salary levels; Develops job descriptions to accurately describe job content; Conducts salary surveys to determine the County's market relationship to contiguous counties and/or like populations; Prepares & routes employee evaluations; Conducts new employee orientation; Prepares EEO reports. **Time spent: 5%**

- VI. Attends hearings as Medina County representative; Responds to inquiries from employees & general public; Assists administrative staff on special projects & reports; Assists in maintaining the Human Resources website with timely and relevant information; Prepares and distributes routine and/or complex written reports, memos and correspondence; Reviews legislative proposals and amendments as related to impact on County; Enters appropriate information into HR data base; Prepares cost projections & assists in preparing budgets; Organizes, conducts and/participates in supervisory training; **Time spent: 5%**

- VII. Participates in staff meetings, required trainings and seminars. Demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs. Organizes job functions and work area to be able to effectively complete varied assignments within established time frames. Takes the initiative to make decisions/choices without direct supervision. Adheres to County and departmental policies and procedures. Demonstrate knowledge and understanding of all policies and procedures and ability to reference them from appropriate books and manuals. Performs other duties as assigned. **Time spent: 5%**

Class Title/Position Number of Position(s) Supervised:

None.

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Principles and practices of personnel administration and principles of organization and management ; (2) Arithmetic calculations related to statistical recordkeeping procedures; (3) Computer software, including word processing, spreadsheet, and database applications ; (4) Civil Service rules, and other policies and procedures related to administration of personnel activities, i.e. County personnel policies*; (5) English usage, spelling, punctuation, and grammar; (6) Principles and practices of public personnel administration; (7) Principles and practices of motivation, team building and conflict resolution; (8) Pertinent local, State, and Federal laws and regulations; 	<p>Processes personnel action forms for submission to Department of Administrative Services;</p> <p>Assists in development of personnel policies and procedures;</p> <p>Develops job postings and places advertisements in local newspapers;</p> <p>Compiles, reviews, verifies and forwards to Auditor, bi-weekly, hours for payroll processing;</p> <p>Oversees County's Workers' Compensation (WC) program;</p> <p>Explains laws, policies and regulations;</p>
Skills:	<ul style="list-style-type: none"> (9) Independently read, analyze, evaluate and summarize written materials and statistical data ; (10) Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; (11) Write & prepare meaningful reports & memorandum; (12) Independently apply and model principles and practices of motivation, team building and conflict resolution; (13) Possess flexibility & personal integrity; (14) Establish and maintain effective working relationships; 	<p>Maintains HR data base;</p> <p>Prepares, processes or reviews a variety of personnel correspondence;</p> <p>Prepares and/or maintains personnel records;</p> <p>Conducts salary surveys;</p> <p>Prepares resolutions for approval of personnel changes for employees under the jurisdiction of County Commissioners;</p>
Ability:	<ul style="list-style-type: none"> (15) Independently apply the principles and practices of public personnel administration as assigned, including civil service, equal employment, and benefits administration; (16) Work with limited supervision/function independently; (17) Observe, identify and problem-solve office operations and procedures; (18) Understand, interpret and explain County policies and procedures*; (19) Consult with appropriate individuals; (20) Maintain accurate records; (21) Work with various cultural and ethnic groups in a tactful and effective manner; (22) Communicate clearly and concisely, both orally and in writing; 	<p>Explain employee benefit plans;</p> <p>Interfaces with WC Managed Care Organization (MCO) and Third Party Administrator (TPA);</p> <p>Review & analyze employee issues & recommend appropriate action;</p> <p>Compiles data and prepares reports;</p> <p>Audits accuracy/adequacy of reserving;</p> <p>Advise & counsel employees and management on personnel practices and actions;</p>

*Learned after employment

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

QUALIFICATIONS

- 1) Bachelor's degree from an accredited college or university with major course work in business or public administration, personnel administration, behavioral science or a related field.
- 2) Three years of increasingly responsible professional personnel administration experience.
- 3) Valid Ohio driver's license, clean driving record and proof of adequate vehicle insurance.
- 4) Ability to enter and retrieve data using computer systems, systems applications, and other office equipment.
- 5) Working knowledge of modern office practices, procedures and equipment.
- 6) Knowledge of arithmetic and statistics.

COMPETENCIES / ESSENTIAL FUNCTIONS

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift light weight.
- Regularly required to talk or hear, stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Access to automobile, maintain insurance & travel independently in changing weather conditions.
- Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from county employees/agencies or members of the general public.
- Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.
- Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.