

County of Grundy--Job Posting

Job Title: Human Resources Administrative Assistant

Date of Posting: January 15, 2019

Applications Accepted Until: Posted until filled

Employee Status: Full-Time, 40 hours/week, Exempt

Salary range: \$40,000 - \$50,000



SUMMARY

The Human Resources Administrative Assistant supports the Human Resources Director in ensuring accurate and compliant compensation, recruitment, benefits, employee records, and payroll. This department works closely with the employees, the Treasurer's Office, department heads, elected officials, appointed officials, Administration, the County Board, and the Personnel/Insurance Committee. This position directly assists in accomplishing practices and objectives that will provide a positive culture and workforce dedicated to serving our community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Posts/removes job openings internally/externally.
- Answers inquiries regarding job openings and application procedures.
- Processes criminal background check, website checks, and employment verifications/references.
- Sends rejection letters as applicable, files applications of those not selected.
- Conducts new hire orientation, secures mandatory documentation, sets up new employee files and sends information to payroll for timely payroll processing.
- Enters/maintains HRIS database by entering confidential employee information and records.
- Tracks, completes, and submits employee status changes such as compensation, job title, or hours, address/name changes, and tax allowances.
- Process invoices for payment in a timely manner. Reconciles monthly billing statements against payroll deductions. Maintains vendor files.
- Assists employees with routine personnel and benefit questions. Documents conversations accordingly. Provides written correspondence as necessary. Handles issues and inquires if HR Director is unavailable.
- Assists in annual open-enrollment period activities such as Benefit Fair (room setup, contacting potential vendors, secures prizes, serves as a point of contact during the fair, sends thank you notes), Open Enrollment meetings (secures dates and rooms, copies benefit and compliance handouts, prepares each employee's benefit summary sheet), and Health Screenings (room set up and gathers materials for distribution to employees).
- Processes employee enrollments and changes on insurance websites such as health, dental, vision, and life insurance websites and communicates changes to payroll.
- Maintains insurance fund chart.
- Accurately tracks, maintains and fully processes the County insurance rebate program for applicable employees.
- Assists with organizing the Employee Recognition Program (prepares the list of employees, checks list with Department Heads for accuracy, prepares certificates, purchases awards, verifies attendance, develops the presentation outline).
- Audits Accrued Leave reports quarterly. Contacts employees with over 100 sick days to determine their choice, completes transaction, and send statement to employees.
- Tracks completion of yearly evaluations.
- Provides salary and benefit information during union negotiations and assists the HR Director as needed during negotiations.
- Assists with various mandatory filings, surveys and reporting.

- Provides general support such as preparing correspondence, forms and reports, arranging meetings, composing regular correspondence, processing confidential reports and documents, filing electronic and hard copy, tracking deadlines, and taking down minutes as needed. Research data and assist with presentations.
- Coordinate and process County bi-weekly payroll for all employees.
- Enter time sheets into computer system, balance payroll totals, calculate disbursement for payroll and disburse checks on payday.
- Balance monthly insurance, union dues, deferred compensation deductions and disburse checks to appropriate entities.
- Respond to employee inquiries regarding payroll.
- Calculate retroactive pay adjustments for general increases and union contracts.
- Enter and maintain changes in monthly payroll deductions.
- Other duties as assigned.

To perform successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Dedicated to serving the employees and the Board.
- Provides a quick and thorough response to all inquiries.
- Excellent oral and written communications skills.
- Detail-oriented, able to work in a fast-paced environment.
- Able to prioritize.
- Able to deliver effective results, meet tight deadlines and, at times, operate under pressure.
- Effective problem-solving skills.
- Possesses a high level of accuracy.
- Possesses a desire to learn and improve.
- Provides the utmost level of confidentiality, professionalism, tact, diplomacy, and courtesy.
- Sensitive to confidential matters like personnel relations, employee relations, and organizational changes, planning and protecting the security of information, data and files.
- Proficient in Microsoft Excel, Word, Outlook, and Internet Explorer. Able to create spreadsheets and use formulas. Able to enter data into a database, maintain the data, and generate reports. Able to set up labels and mail merge. Excellent typing skills.

MINIMUM QUALIFICATIONS:

- Bachelor Degree or equivalent experience in human resources or related field.
- Minimum one year experience with human resources, benefits, payroll and clerical duties.
- Computer and internet proficiency in Microsoft Office programs.
- Strong organizational skills

PREFERRED QUALIFICATIONS:

- Experience with HRIS systems.
- Experience with self-funded insurance plans.
- Familiarity with human resources terminology, compliance, and procedures.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to sit, stand, walk, sit, reach, climb, balance, stoop, kneel, talk, see, or hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally in an office setting with occasional visits to other locations. The noise level in the work environment is usually quiet.

Send resume and salary requirements to HR@grundyco.org with "Human Resource Assistant" in the subject of the email, or mail to Grundy County Administration, 1320 Union Street, Morris, IL 60450.

No phone calls please.