



MORRISON COUNTY

JOB DESCRIPTION

Job Title:	Human Resource Specialist
Department:	County Administration
Classification:	Grade 7
Reports to:	Human Resource Manager
Supervises:	N/A
Normal business hours:	Monday – Friday, 8:00 AM-4:30 PM
Telecommute:	By exception
Union:	Non-union
FTE Status:	1.0 Full Time Equivalent
Last Reviewed:	06/2024

Nature of Work:

This position provides personnel support to all county employees and Administration in all aspects. Works in collaboration with hiring managers and responsible for the on/off boarding of employees. Maintains good rapport with the public and outside entities in assisting with data requests or direction.

Communicates with:

Internally – All staff.
Externally –Public.

Essential Work Functions:

- Creates, maintains, and inputs employee changes for payroll to include, but not limited to step increases, COLA adjustments, promotions, transfers, demotions, status changes.
- Maintains employee personnel files to include, but not limited to: position changes, FMLA, work comp, discipline, performance evaluations, hiring documents, benefits.
- Assists with data requests from the public and other entities regarding personnel information or policies/best practices.
- Coordinates all job postings and distributes them to appropriate advertisers. Point of contact for applicants regarding submission and interviewing.
- Manages the on/off boarding of employees: hold interviews, conducts backgrounds/pre-employment screenings, payroll/benefits set up, orientation/trainings.
- Reconciles all employee timecards for accuracy and completion; collaborates with supervisor and employee when necessary.
- Prepares monthly self-billing benefit reports; verifies enrollment for new employees and termination for resigned employees. Prepare COBRA notices.
- Prepares and manages FMLA leaves and compliance.
- Provides HR support regarding policy and contract interpretation, development, and research for legislative changes.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires 2 years of formal training, equivalent to an associate degree.
- Two (2) year of experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Understanding of the organization's goals and objectives.
- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors		X		
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____