

Human Resource Officer
Salary Grade 19

General Statement of Duties

Performs professional work in support of the organization's human resources management system.

Distinguishing Features of the Class

An employee in this class is responsible for delegated human resources functions and general insurance functions of the Town. Work involves applying specific human resources procedures and guidelines in gathering and compiling employee and position information, processing records related to human resources functions, such as employment, administering workers compensation and other insurance coverage of the Town, payroll processing, benefits administration, and administration of employee personnel records. Work is performed in close coordination with the Finance Director and under the general direction of the Town Manager.

Duties and Responsibilities

Essential Duties and Tasks

- Maintains the integrity of personnel database as it relates to benefits, payroll, and HR
- New Hire Onboarding: scheduling pre-employment drug screens, orientation of benefits, inputting personnel changes including new hires and terminations, processing pay adjustments, updating data for direct deposit and tax withholdings, managing health insurance deductions, collecting necessary forms such as I-9, W4, NC-4 etc.
- Payroll Processing: reviews time and attendance and overtime, processes payroll, prepares payroll tax reports (941, NC-5, NCUI 101, W2s, ORBIT, 401k); Tracks, reconciles, and remits payroll related vendor payables; reconciles payroll GL accounts, Tracks leave balances and notifies finance director regarding discrepancies, assists with annual rollover of leave, assists with calculating compensated absence balances, assists finance director with external audit requests as it relates to personnel management
- Files & tracks workers comp, FMLA, and risk management items; develops system processes related to HR functions to assist in tracking FMLA, workers comp, open enrollment, pay scales, and pay schedules; implements a structured onboarding process and exit process
- Manages open enrollment; monitors employee probationary periods and exit interviews; maintains employee records and archives; runs reports to gather data related to personnel for required reporting
- Assists with retirement applications; Monitors retiree benefits
- Key contact person who compiles information for annual workers' compensation audit in accordance with state regulations
- Investigates all workers' compensation and property/liability claims and coordinates filing in accordance with regulations
- Compiles information and files statutory reports required by NC Dept of Labor each year
- Assists town manager with insurance matters, personnel matters and places routine advertising for employee vacancies
- Ability to work independently on complex and confidential tasks including compiling data for annual OSHA reports and Workers Comp audit

Additional Job Duties

- Serves as a backup to other staff members.
- Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Knowledge of related Town ordinances, NC General Statutes as related to line of work, Workers' Compensation and Property and Liabilities programs
- Knowledge of Town policies and procedures related to Personnel & Benefits Guide and procedures.
- Considerable knowledge of benefits administration
- Considerable knowledge of office practices and procedures
- Working knowledge of office automation and software including word processing, data base management, and spreadsheets
- Knowledge of the laws and regulations related to human resources management and employee actions
- Working knowledge of arithmetic and its uses in general office work
- Ability to maintain confidentiality of employee information.
- Ability to use judgement to apply selected policies and procedures maintaining and processing human resources transactions
- Ability to present ideas effectively, both orally and in written form.
- Ability to understand and carry out written and oral instructions, assignments and requests independently
- Ability to prepare and maintain detailed and technical records
- Ability to research, collect, organize and analyze data
- Ability to maintain effective working relationships with job applicants, fellow employees and the public

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, lifting, grasping, talking, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, read written material extensively. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Desirable Education and Experience

Associate's Degree or Bachelor's Degree in Human Resource Management, Business Administration or a related field and 3 to 5 years' experience working with computers, office equipment, payroll and benefits administration or related human resources programs; or an equivalent combination of education and experience.

Supplemental Information

Possession of Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) a plus

Special Requirements

Valid North Carolina driver's license.