

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **HR SPECIALIST/ADMINISTRATIVE CLERK.**

DUTIES: See attached job description

QUALIFICATIONS: A Bachelor's degree in Human Resources, Business Administration or related field from an accredited university. One years' experience in human resource management. See attached job description for full details.

HOURS: Thirty Five Hours (35) per week.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: Starting Salary (\$35,000-45,000) depending on experience and qualifications PLUS BENEFIT PACKAGE (medical, vision, dental, life insurance, retirement and more)

Candidates for this position should submit the application form, cover letter, and resume.

This position is open until filled; however, first review of applications occurs on Wednesday, **June 21, 2023**

Applications for the position of **HR SPECIALIST/ADMINISTRATIVE CLERK** will be accepted by mail or our website deltacountymi.gov. Mail to Delta County Administration Office, 310 Ludington St. Suite 222, Escanaba, MI 49829.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

**DELTA COUNTY
JOB DESCRIPTION
HR SPECIALIST/ADMINISTRATIVE CLERK**

Title: HR Specialist/Administrative Clerk
Classification: Non-Union, Nonexempt, At Will
Department: Administration
Reports to: County Administrator
Supervised by: County Administrator
Revision Date: June 6, 2023

GENERAL PURPOSE

Responsible for the County's Human Resource function, Michigan Employee Retirement System, and health insurance benefit information administration. Perform related duties, as required. Clerk will perform clerical duties and support related to Delta County's budget. Provide financial information and advice for grant applications and provide support and coordination to department throughout the duration of the award.

ESSENTIAL FUNCTIONS

The following are examples of functions which are essential to this position. The following list does not include all functions which the HR Specialist/Administrative Clerk may be expected to perform.

HR SPECIALIST DUTIES:

1. Conducts or acquires background checks and employee eligibility verifications.
2. Participates in recruiting, interviewing and hiring of qualified job applicants for open positions; collaborates with department heads to understand skills and competencies required for openings.
3. Responsible for creation and maintenance of personnel files.
4. Assist with the completion of all personnel forms, including assisting new employees with new hire packet.
5. Submit forms to insurance carriers and retirement groups.
6. Responsible for record keeping, benefit estimates, benefit calculations, performance reporting, monthly benefit payments, withholdings, and regulatory compliance, pertaining to the Municipal Employee Retirement System.
7. Provides information and assistance regarding employee benefits and investigates and resolves problems related to coverage.
8. Monitor enrollments and coverage for group health, dental, vision, life insurance and COBRA rights for all county employees and retirees. Formulates insurance premium rate and comparisons.
9. Is responsible for reporting and recordkeeping for FMLA – HIPPA and other labor laws.
10. Is responsible for submission of workers compensation claims and actively participates in workers compensation hearings and litigations. Contact person for MERS retirement benefit.

11. Meets with employees prior to their retirement to plan a leave package, assist employees with all necessary retirement forms, and consult the employees on procedures they need to follow in order to retire.
12. Monitor compliance with agreements and contracts.
13. Work with County Administrator to prepare exhibits for Union negotiations.
14. Represents the County on labor contract issues, contract language clarification and in formulating strategy and various bargaining session approaches, and financial proposal preparation.
15. Attends closed strategy session of the County Administrator and labor team.
16. Is exposed to extremely confidential and sensitive information in personnel work.
17. Oversee the County's Human Resource function which includes: benefits administration, workers compensation administration, regulatory compliance, employee recruiting, new hire orientations, and policy formulation.
18. Perform special projects, assignments and analysis, as required.

ADMINISTRATIVE CLERK DUTIES:

19. Welcomes and directs visitors and employees.
20. Assist in preparation of grant applications, making sure that applications focus on the conditions, restrictions, and goals of the sponsoring organization.
21. Oversees administration of projects to ensure that operations conform to the terms of the agreement, and that maximum efficiency is achieved.
22. Monitors financial administration of grants to ensure that proper documentation is submitted for expenditures and that requests for funds are made within time limitations specified.
23. Performs data entry and filing tasks.
24. Copies, collates and otherwise prepares reports as directed by County Administrator.
25. Perform special projects, assignments and analysis, as required.

REQUIRED SKILLS/ABILITIES

1. Excellent verbal and written communication skills.
2. Excellent interpersonal, negotiation, and conflict resolution skills.
3. Excellent organizational skills and attention to detail.
4. Excellent time management skills with the proven ability to meet deadlines.
5. Strong analytical and problem-solving skills.
6. Thorough knowledge of employment-related laws and regulations.
7. Knowledge of computer operations.

REQUIRED QUALIFICATIONS

1. **Bachelor's Degree** in Human Resources, Business Administration or related field from an accredited university.
2. **One years' experience** in human resource management experience preferred
3. **Ability** to work independently.
4. **Willingness** to attend night meetings and work outside of normal business hours.

5. **Must** be bondable and able to pass a pre-employment background check, which includes a physical and drug test as well as an examination of one's personal credit report.

SELECTION GUIDELINES

Selection is based on strength of application, education, experience, personal interview and reference check. Job-related testing may be used to evaluate applicants.

PHYSICAL DEMANDS

While performing the essential functions of this job, the employee is regularly required to sit, stand, walk, climb, stoop, kneel, crouch, talk, hear, feel, reach, grab, keyboard and touch. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a climate-controlled office environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The County of Delta is an Equal Opportunity Employer

Personnel approved: 6-5-2023

Board approved: 6-6-2023