



JOB DESCRIPTION

Title:	Human Resources Administrative Assistant	Effective Date:	10/03/2024
Department:	Personnel	Last Revised:	10/03/2024
Reports To:	HR Director	Starting Wage:	\$16.00 - \$17.00
Classification:	Full-time	Post-Probation Wage:	\$17.70 - \$18.70
FSLA Status:	Non-exempt	Probationary Period:	6 Months
		Benefited:	Yes

Overall Responsibility:

Assist the Human Resources Director in managing all personnel functions, with a focus on employee benefits administration, claims processing, and employee onboarding. The role involves coordinating benefits enrollment, maintaining accurate personnel records, supporting payroll and insurance processes, and ensuring compliance with county policies. Additionally, the assistant will help with scheduling, training coordination, and general administrative tasks to support the efficient operation of the Human Resources Department.

Key Tasks and Responsibilities:

- Post job openings and manage candidate pipelines, including tracking resumes and coordinating interview schedules.
- Schedule all employment interviews and prepare packets for interviewing panel.
- Conduct onboarding for all new employees.
- Schedule all new hire employment physicals.
- Schedule meetings with all new hires to complete required paperwork and benefit enrollment (if they qualify).
- Review Carbon County Policies and Procedures handbook with all new hires.
- Provide new employee information and employee changes to payroll.
- Enroll all new employees in County insurance plans, make changes as required, and provide assistance with claim forms.
- Assist employees with insurance related questions and concerns.
- Maintain and update employee databases, ensuring that all personnel data is accurate and up-to-date.
- Respond to employee inquiries about HR policies, benefits, and procedures.
- Responsible for filing all short and long-term disability claims.
- Responsible to file all Worker's Compensation and liability claims online and maintain files with all documents, letters, police reports, etc. for each claim. When necessary, follow through with physician and/or clinic regarding claim.
- Maintain files on all non-reportable claims.
- Interact with insurance companies as needed.
- Assist the Human Resources Director as needed including, but not limited to the following:
 - Coordinate open enrollment meetings for employees annually and prepare needed documents.
 - Schedule trainings for employees i.e. Defensive Driving, Blood Borne Pathogen, Supervisor training, and any other trainings suggested by HR Director.
 - Notify employees for random drug testing and maintain up-to-date roster of employees with Blueline Services.
 - Assist with the preparation and scheduling of employee performance reviews.
 - Support policy development and updates, ensuring compliance with laws and regulations.
- Maintain personnel files and medical files.
- Prepare forms and assist employees with FMLA documentation.
- Track employee leave (FMLA) and ensure accurate documentation for payroll and compliance.

- Complete necessary steps when an employee terminates, including scheduling exit interviews retrieving company property, notifying payroll to issue final payout, and benefit changes.
- Maintain all loss reports on liability and Worker's Compensation.
- Responsible for OSHA 300 filings annually.
- Submit all accounts payable claims.
- Prepare and send letters/emails to all applicants.
- Typing as required.
- Attend all meetings as needed and if required, take minutes (i.e., Supervisor, Safety, etc.)
- Assist in planning and organizing employee engagement activities and recognition programs.
- Order all Employee of the Month and Retirement plaques.
- Responsible for arranging donations/gifts for those eligible for the Carbon County Flower Fund.
- Maintain compliance documentation, ensuring required posters (EEO, FLMA, etc.) are up-to-date and visible in the workplace.
- Handle onboarding and off-boarding coordination, ensuring new hires receive necessary orientation materials and exiting employees complete necessary paperwork.
- Maintain an up-to-date list of Safety Teams.
- Other duties as assigned.

Skills and Attributes:

- Must understand the importance of handling sensitive and confidential information with discretion.
- Extensive knowledge of County insurance plans, including but not limited to health, dental, vision, life, short- and long-term disability, COBRA, flex plans, HSA, and retirement benefits.
- Proficient in spreadsheet software (e.g., Excel or Google Sheets), including creating and using complex formulas for data analysis.
- Experience with graphic design software, such as Canva, for creating visual content and reports.
- Strong verbal, written, and interpersonal communication skills.
- Exceptional attention to detail and the ability to prioritize multiple tasks effectively.
- Professional, approachable, and courteous in interactions with colleagues, employees, and external partners.
- Able to work both independently and collaboratively, showing initiative and adaptability.

Requirements:

- Associate's Degree preferred, or a minimum of two years of relevant work experience in a similar role.
- Familiarity with insurance plans and related processes is preferred.
- Proficiency in computer applications, including spreadsheets and design programs, is required.
- Typing proficiency of at least 40 WPM.
- Ability and willingness to attend relevant seminars, workshops, and trainings as needed.

Physical Requirements May Include:

- Frequent use of fingers and hands for typing, handling small objects, or performing detailed work.
- Must be able to clearly communicate instructions, ideas, or important information in a concise and effective manner.
- Capable of hearing average conversations and receiving routine information accurately.
- Requires average visual acuity for preparing and reviewing documents.
- Work is primarily sedentary, requiring prolonged periods of sitting.
- Occasional lifting of up to 25 pounds may be necessary, such as handling files or office supplies.

Working Conditions May Include:

- Work is generally performed in an indoor office setting.

EEO Statement:

Carbon County is an equal opportunity employer. It is the policy of Carbon County to assure equal employment opportunity to its employees and applicants without regard to race, color, religion, national origin, disability, age, gender, sexual orientation, genetic status, or gender identity.

Disclaimer:

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Key tasks and responsibilities, and other details contained in this job description can be subject to change at any time with growth and departmental changes.

This job description has been approved by the Human Resources Department in consultation with the Department Head/Supervisor. Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate/Employee Printed Name

Date

Candidate/Employee Signature