

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Human Resources Specialist I  
**Department**: Human Resources  
**Revised** : December 2009

**Class** : Paraprofessional  
**FLSA**: Non-exempt

*This job description supersedes any prior description for the Human Resources Specialist I classification.*

**GENERAL DESCRIPTION**

Highly responsible administrative work in the preparation and processing of payroll changes, job offer procedures, and other Human Resources support functions. Supervision is received from the Human Resources Director, who reviews work through analysis of work accomplished and through periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Prepares and processes paperwork for payroll maintenance and employee status changes and accurately enters them into the computer payroll system.

Researches and answers questions concerning payroll maintenance, leave accruals, and payroll deductions.

Receives, enters, and maintains child support orders and garnishment notices and answers questions pertaining to them.

Prepares and maintains monthly reports concerning payroll status changes, new hires, terminations, workers compensation, etc.

Prepares new employee orientation paperwork and processes benefit change forms for current employees.

Prepares and distributes three month, six month, and annual performance appraisals; reviews the completed appraisals for areas of concern, and enters information into the personnel system.

Processes new hire recommendations which includes performing criminal background and driving record checks; contacts the recommended individual to offer the job and explains the contingencies of the job offer including passing a drug test and physical; and explains the County's benefits package.

Acts as the liaison between the individual recommended for hire and the department director for purposes of negotiating pay, acceptance or rejection of the job offer, and coordination of their start date.

Reconciles and pays benefit bills biweekly and monthly; researches discrepancies and notifies the benefit company.

Initiates the Random Drug Test procedures which includes notifying the department director of employees chosen for testing and ensuring testing has occurred.

**OTHER JOB FUNCTIONS**

Notarizes official documents as necessary.

Performs related duties as required.

**Job Title:** Human Resources Specialist I

**Page** : 2

*Management reserves the right to add or amend duties at any time.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of common personnel practices, policy, and applicable laws relating to payroll maintenance processing and job offers.

Thorough applicable knowledge of departmental or county programs and policies.

Ability to use judgment and to apply selected policies, procedures, and regulations in maintaining and processing personnel transactions.

Ability to organize and prioritize work assignments and to accurately prepare paperwork and enter information into the computer system.

Ability to practice effective communication techniques, both orally and in writing.

Ability to resolve problem situations and be resourceful in gathering and giving information.

Ability to understand and carry out complex oral or written instructions.

Ability to interpret program policies, rules, regulations, and procedures for departmental personnel and the general public.

Ability to answer most inquires and questions independently.

Ability to establish and maintain effective working relationships with county officials, fellow employees, and the general public.

### **PHYSICAL REQUIREMENTS**

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Graduation from high school and four years of progressively responsible administrative or clerical work including at least one year of experience in administering a personnel program(s) for a work unit or in a personnel office; or a Bachelor's Degree from an accredited college or university in a related field; or an equivalent combination of education and experience.

**This job description does not create an employment contract,  
implied or otherwise.**

