

Department Head Approval Amy White-Tanabe Date: 07/15/24
Commissioner Approval Rob Epstein Jim Balli
Date 07/15/24

**OTERO COUNTY
POSITION DESCRIPTION**

Human Resource Officer/Payroll Specialist
Grade: 112

DESCRIPTION OF WORK

General Statement of Duties:

The Human Resources Officer provides employee and labor relations, human resources development activities, and administers the compensation and benefit program of the County. The Human Resources Officer provides guidance to the County Administrator on all personnel related matters including performance management, grievances and appeals, and all other areas of Human Resources. This position also performs payroll, routine clerical, accounting, and administrative work in accounts payable and general administration with emphasis in accounting.

SUPERVISION RECEIVED

The Human Resources Officer works under the general day to day supervision of the County Administrator. In the absence of the County Administrator, works under the direction of the Otero County Board of Commissioners.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Human Resources

1. Knowledge of applicable Federal and State laws and regulations related to human resources and workforce planning and employment activities such as Title VII, EEOC Uniform Guidelines on Employee Selection Procedures, Immigration Reform and Control Act, ADA, FSLA, FMLA, etc.

2. Knowledge of individual employment rights issues and practices (employment at will, unfair labor practices and negligent hiring).
3. Knowledge of job evaluation methods, pay programs and noncash compensation methods (equity programs, noncash rewards).
4. Evaluate effectiveness of employee relations programs through the use of metrics (exit interviews, employee surveys, turnover rates).
5. Update and communicate workplace policies and procedures (employee handbook, etc.) and monitor their application and enforcement.
6. Assist Department Heads with review of corrective action and termination processes (Reduction in Force (RIF), policy violations, poor performance, absenteeism) ensuring that no disparate impact or other legal issues arise.
7. Assist Department Heads with review of evaluation, grievance/dispute resolution and performance improvement procedures
8. Investigate and resolve employee complaints filed with federal agencies involving employment practices or working conditions, utilizing professional resources as necessary (for ex. Legal counsel, mediation/arbitration specialists, investigators)
9. Establish and administer a return-to work process after illness or injury to ensure a safe workplace (interactive dialog, modified duty assignments, reasonable accommodations, independent medical exam).
10. Conduct New Hire Orientations.
11. Conduct Exit Interviews; address issues and provides feedback from Exit Interviews to Elected Official/Department Head and collaboratively development a plan of action to address issues.
12. Prepare and discuss options and solutions to issues with Administrator.
13. Actively work with the County Administrator on annual benefits and health plan evaluation.
14. Composes and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness.
15. Maintain DOT physical and CDL lists and provide notification of renewal dates to department head.
16. Coordinates random CDL drug screen tests.

17. Prepare Workers Compensation claims.
18. Prepare and administer Family Medical Leave Act requests.
19. Assist with policy development and documentation.
20. Maintain employee relations.

Compensation and Benefits

1. Actively involved in the administration of the employee benefits program.
2. Ensure compensation and benefits programs are compliant with applicable federal laws and regulations.

Payroll

1. Input payroll data such as hours worked, taxes, insurance, and deductions to be withheld, and employee identification number, from time sheets and other records using a computerized payroll system. Post to payroll records, review wages computed and corrects errors to ensure accuracy of payroll.
2. Records changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records.
3. Maintains payroll related employee leave records, such as sick or vacation leave.
4. Prepares and issues paychecks and direct deposit notices.
5. Enters payroll data on ledgers, prepares monthly, quarterly and periodic financial and/or payroll related statistical or operational reports which includes W-2's and 1095-C's.
6. Ensures I-9 compliance.
7. Answers payroll related questions from employees.

General

1. Acts as custodian and maintains personnel files, records and documents. Including electronic/paper retention and disposal.
2. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

3. Perform various bank reconciliations.
4. Serves as back-up and provides administrative support to related finance, and office staff as required.
5. Performs any and all other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited two year college with an emphasis in accounting, and
- (B) Two (2) years of accounting or bookkeeping experiences with monthly payroll duties, or
- (C) Four (4) years of experience in municipal finance or closely related field, or
- (D) Any equivalent combination of education and experience.

Certified Professional Human Resources (PHR) preferred.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.
- (B) Working knowledge of completing payroll for various types of pay.
- (C) Perform arithmetic computations accurately and quickly; communicate effectively verbally and in writing; establish successful working relationships; work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS

Valid Colorado State Driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment requiring normal physical effort. Requires sitting for extended periods of time, and occasional walking. Requires dexterous use of both hands. Requires corrected vision and hearing. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability

to lift and/or move up to 30 pounds. The noise level in the work environment is usually moderately quite.

POLICY REQUIREMENTS

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Employment is contingent upon the applicant passing a post-offer employment medical physical, and mandatory post-offer employment drug screen.

Verification on any combination of driving record, criminal history and/or workers' compensation history.

No medical inquiries will be made or workers' compensation information gathered until after a conditional job offer has been given to the applicant.

AFFIDAVIT

I certify that I understand the description of this job, the physical demands, and policy requirements, as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature _____

Date _____

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.