

## STOKES COUNTY

**Position:** Assistant Human Resources Director/Risk Management Coordinator I  
**FLSA:** Non-Exempt  
**Pay Grade:** 36  
**Salary Range:** \$41,420.48 - \$66,272.77

### **General Statement of Duties**

*Assists the Human Resources Director in administering the locality's human resources programs.*

### **Distinguishing Features of the Class**

*Serves as assistant to the Human Resources Officer in daily operations, assists in the development of personnel programs and procedures, and applies human resource rules, laws, and regulations in the development and implementation of policies and procedures. Maintains OSHA logs, records, and reports for required documentation, reporting, and training.*

### **Duties and Responsibilities**

**THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES AND OTHER DUTIES WHICH MAY BE ASSIGNED BY STOKES COUNTY:**

Collaborate with and advise the Human Resources Director on personnel related issues.

Confer with the County Manager, Assistant County Manager, Department Heads, and employees regarding Human Resources and Risk Management topics.

Provide information on personnel matters, employee benefits, hire/termination/retirement programs, and time keeping policies and procedures.

Manage timecard payroll system.

Coordinate benefits enrollment and payroll processing actions.

Manage portal for health, dental, vision and life insurance.

Monitor trends and legislation affecting personnel policies and recommends short- and long-term changes to programs, policies, and benefits.

Assure county adheres to all local, state, and federal rules, regulations, and guidelines.

Prepare Quarterly Employment Cost Index for the Department of Labor.

Assist in administering the County's risk management program including worker's compensation and unemployment.

Attend NCACC Risk Management meetings and training, including quarterly meetings with NCACC Risk Management Specialist.

Coordinate scheduling and participation in Risk Management/Safety classes.

Maintain OSHA logs and records for required documentation, reporting, and training.

Follow up on Worker's Compensation claims with employee and Claims Manager.

Assist in administering workers compensation, classification and pay, employee relations, and benefits programs.

Gather relevant information relating to affirmative action issues, personnel, discipline, dismissal, promotion, transfer, and other personnel functions including E-Verify and NC New Hire. .

Administer employment screening, verifications, and referral, employee orientation and exit interview programs, personnel actions processing, and enrollment in benefits programs.

Assist in preparing budget including forecasting personnel expenditures.

Advise employees on personnel policy and program matters.

Investigate employee conflicts.

Document disciplinary and grievance issues.

Conduct special projects assigned or approved by the Human Resources Director.

Prepare/update Personnel Policy Handbook.

Post jobs, develop interview criteria, and perform interviews.

Design and prepare documents, forms, reports, and correspondence.

Coordinate studies, meetings, and workshops with outside providers and County employees.

Maintain files, answer telephone, prepare correspondence.

### **Knowledge, Skills and Abilities**

- Read and prepare detailed information and deliver materials in an understandable and coherent manner.
- Knowledge of theory, principles, and practices of personnel administration to assist in developing long- and short-term goals.
- Knowledge of rules, regulations, and laws that pertain to personnel policies and practices.
- Language and writing skills necessary to maintain files and prepare reports, correspondence, policies, manuals, and notes.
- Management skills adequate to generate and verify reports, assist in developing and maintaining adherence to established policies, develop costs projections, understand statistical trends, evaluate accomplishments, and recommend new programs.
- Effectively present information and respond to general and technical questions.

### **Education and Experience**

- High School Diploma and 7 to 10 Years' Experience OR
- 2 Years of College/Associates Degree and 2 to less than 5 Years' Experience OR
- Bachelor's Degree and less than 2 Years' Experience

### **Special Requirements**

Possession of a valid North Carolina driver's license

### **ADA Attachment**

The form ***Supplemental Information to Assist Stokes County, North Carolina in Compliance with the Americans with Disabilities Act (ADA)*** is to be completed by employee and employer and becomes a part of this Job Description. Form is to be maintained current, all employees, all positions.