

MORGAN COUNTY COMMISSION
PERSONNEL SPECIALIST
COMMISSION OFFICE

ESSENTIAL FUNCTIONS: Administers various personnel plans and procedures for all county personnel; assists in the development and implementation of personnel policies and procedures; communicates and provides guidance on the Morgan County Policies and Procedures Handbook. Maintains paper employee records and enters data into Munis; ensures all required paperwork is received from employees, department heads and vendors; performs onboarding for new hires, updates records for salary changes, status changes and budgeted changes; enters termination changes and makes applicable calculations concerning refunds and adjustments, and updates benefit portals and internal reconciliations. Administers the Pay Plan and makes annual updates based on laws and approved budget. Organizes merit employee evaluations with department heads and elected officials. Performs benefits administration, including resolving claims, reporting changes, researching audit inquiries, communicating disclosures and disbursing benefits information to employees. Coordinates annual benefits open enrollment. Manages recruitment effort for all departments except the Sheriff's Department; writes and places advertisements; manages advertising timeline in accordance with policy; reviews applications for requirements; conducts new-employee orientations; Responsible for state retirement reporting, overtime assessments, employee updates, system imports and separation documentation. Processes payroll in the absence of assigned Business Services Coordinator. Maintains compliance with federal, state and local employment and benefit laws including IRS, ACA, ADA, FLSA, EAP, FMLA, I-9, and EEOC; submits all required reporting. Maintains confidentiality and professional integrity in involvement with employee and departmental issues. Provides information and assistance to new, current, previous and retired employees in matters pertaining to payroll and benefits administration; educates employees on benefits, enrollment procedures, payroll deductions, claims, taxes, or other related information; maintains all records applicable to benefits and payroll matters. Performs research functions as needed; assists with research and copies for litigation and annual financial audits. Public speaking is required.

REQUIRED SKILLS & ABILITIES: Proven, high quality customer relationship (internal and external) skills. Ability to work collaboratively. Excellent written, oral and listening communication skills. Ability to effectively communicate to large and small group audiences. Advanced knowledge of computer, word processing, spreadsheet and database software. Solid ability to analyze situations carefully and adopt appropriate courses of action. Strong attention to detail. Strong organizational and time management skills. Ability to quickly and easily adapt to changing situations and priorities. Skilled in maintaining confidentiality and discretion with regard to employee information.

MINIMUM QUALIFICATIONS: Bachelor's degree preferred; one to two years of experience in human resources, accounting, benefits administration or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Professional certification in human resources or ability to obtain within a reasonable period following employment.

Grade 12 (\$24.42 per hour)

Full Time W/Benefits

Download application and instructions at www.co.morgan.al.us/commission/hr/jobs/job_application.zip or apply at the Morgan County Commission Office located on the 5th floor of the Morgan County Courthouse, 302 Lee St NE, Decatur, Alabama. Applications accepted 10/6/2021 until filled.