

**CARBON COUNTY MONTANA  
JOB DESCRIPTION FORM**

Job Title: Human Resource Specialist

Position#:

Department: Commissioners

Reports To: Administrative Officer

Revised    New                       Regular    Temporary                       Non-Union    Union

Full-Time    Part-Time              Hours per week: 40.00                       Nonexempt    Exempt

Reason for opening: New Position

Prepared By: Angela Newell

Date: 8/16/21

---

**I. PURPOSE OF THE JOB** (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)

The Human Resources Specialist is responsible for:

Processing and computing employee time and payroll information, maintaining employee records related to pay and benefits, and assisting in managing the employee benefits program ensuring County employees are paid accurately according to established procedures and the law. Duties include processing the required withholding reports monthly, quarterly, and annually.

Providing support in functional areas of Human Resources (HR) including but not limited to recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development, training, AAP/EEO, and special projects. The position also provides support to County managers in the development and implementation of HR policies and procedures and prepares reports in conformance with regulations or organizational needs.

**II. ESSENTIAL FUNCTIONS** (What activities are required for the position to exist? Estimate the percentage of time spent in each.)

Review and complete all payroll functions according to department policies and applicable regulations to ensure County staff is paid in an accurate and timely manner.

Enter all pertinent new and changing employee information into the payroll and benefit systems.

Review submitted time sheets, wage computation, and other information to detect and reconcile payroll discrepancies to ensure County employees are paid in accordance with the law and county policy.

Process and issue paychecks and statement of earnings and deductions to County employees according to established procedures. This includes verifying coding and signatures on checks; preparing, sorting and mailing printed checks; setting up direct

deposit systems; and other duties associated with payroll processing.

Distribute payroll deductions (e.g., retirement, health insurance, dues, etc.) according to department policies and in compliance with local, state, and Federal statutes. Maintain records of payroll deduction items and assist the Administrative Officer to balance the payroll account.

Maintain employee attendance records by inputting individual sick leave, personal leave, and emergency leave into the system data base used to manage employee information. Verify and adjust employee records as necessary in order that employees know the type and amount of leave time they have available. Work with the Administrative Officer on various projects related to pay and benefits.

Process monthly, quarterly, and annual reports for State and Federal government (such as 941). Prepare various reports on tax and other distributions.

Serve as a resource to County managers and employees regarding personnel policies, procedures, objectives, laws and operational functions to answer questions and provide information. This includes receiving and interviewing office visitors and telephone callers, conducting research to provide information, and ensuring the proper handling and confidentiality of HR information.

Coordinate recruitment and selection to fill vacant County positions. This includes preparing vacancy announcements and advertising; entering new positions on the County webpage and on-line with Job Service; screening applications for minimum requirements; working with supervisors to design recruitment and selection instruments including questionnaires, exams, and job simulations; reviewing departmental screening; providing guidance to selection committees designing or reviewing interview questions; conducting reference, criminal history, and driver's license checks; sitting on selection committees as needed; informing job applicants of acceptance or rejection of employment; and maintaining selection files.

Review and recommend action on County classification and pay requests to ensure compliance with personnel policies and union contracts and to administer the County's pay plan and policies for promotions, demotions, reclassifications, reallocations, transfers, etc. This includes reviewing and recommending classifications and grade levels of new and changed positions, reviewing and updating position descriptions, and coordinating pay change requests with the HR Director and County Commission.

Administer County personnel policy and procedure development and application to ensure compliance with applicable laws and best practices in public personnel administration. This includes advising managers on personnel activities, facilitating meetings, conducting research, drafting and interpreting policies, and providing information.

Coordinate employee relations activities to support County employees and supervisors and to recommend solutions to grievances, discrimination matters, or other complaints or problems.

Coordinate the administration of employee benefits, risk management, wellness and related safety and health programs to improve employee health, answer questions, and resolve problems. Advise employees, retirees, and dependents regarding benefit programs. Administer County wellness, safety and related programs including updating websites, coordinating screenings and other activities, coordinating meetings, and researching topics for implementation.

Coordinate all aspects of employee communication and outreach to provide information

and recognition to County employees. This includes coordinating employee appreciation activities and charity campaigns; preparing employee newsletters; and providing informational sessions as needed (e.g., new employee orientation, annual benefit enrollment, policy training, etc.).

Design and coordinate organizational training and improvement interventions that increase the efficiency and effectiveness of the delivery of services and provide developmental opportunities for employees.

Coordinate County-wide performance appraisal processes to ensure County supervisors provide employees with meaningful performance feedback in compliance with applicable employment regulations.

Conduct research and draft language to support the planning, revision and maintenance of Personnel Policies, job descriptions, performance appraisals, and other documents as they relate to HR administration, programs, policies or procedures to improve efficiency and cost effectiveness or to remain in compliance of local, state and federal laws.

Provide research and negotiation assistance to support management in contract negotiations. This includes participating in labor negotiating teams and providing meaningful analysis of wage and benefit proposals.

Prepare correspondence, reports for decision-making purposes, and annual/biannual reports such as E-4, EEO-4 and VETS-100 and various salary surveys as assigned.

**III. OTHER DUTIES AND RESPONSIBILITIES** (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)

Serve as the Carbon County Safety Program Coordinator by arranging quarterly safety committee meetings, assuring compliance with the Montana Safety Culture Act, assist in providing various departments with resources for safety training.

Other duties as assigned.

**IV. KNOWLEDGE AND SKILLS** (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)

The job requires knowledge of the principles and practices of human resource administration including management principles; counseling techniques; recruitment and selection; interviewing and investigation; performance management; policy administration; compensation and benefits; labor relations and negotiations; personnel information systems; computer hardware and office software; records management; form design; customer service and customer needs assessment; curriculum and training design; teaching and instruction methods; and technical writing including business letter writing and report preparation.

The job requires the ability to organize, implement, and maintain a variety of personnel functions; research information and compile data; establish and maintain effective working relationships with employees, other managers, and the public; and to communicate effectively verbally and in writing.

The job requires skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; entering data accurately and at a speed necessary for successful job performance; selecting and using training/instructional methods; asking questions as appropriate; and in conveying information effectively.

<p>The job requires education and experience equivalent to a bachelor's degree in human resources, business administration, or a related field and one year of human resource experience. Equivalencies include an Associate Degree's in human resources, accounting, business administration, or a related field and three years of human resources experience; or graduation from high school and five (5) years of increasingly responsible technical and administrative, office management, and personnel experience. Previous public sector human resource management experience is desirable.</p>
<p>V. <b>FISCAL RESPONSIBILITY</b> (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)</p>
<p>Responsible for the accuracy and timeliness of employee payments for submitted work time, and reporting associated liability payments to various vendors.</p> <p>Responsible for the preparation, mailout, and maintenance of employee W2 and 1095 forms.</p>
<p>VI. <b>EXTENT OF PUBLIC CONTACT</b> (Within and outside the company)</p>
<p>Will work extensively with Commissioners, department heads, and employees. Will have contact with the general public related to recruitment and records requests.</p>
<p>VII. <b>WORKING CONDITIONS AND ENVIRONMENT</b> (Necessary travel, unusual work hours, unusual environmental conditions, etc.)</p>
<p>Work is performed in an office setting with moderate noise level due to public transactions with County departments.</p> <p>Occasional work after hours depending on current workload and occasional travel to trainings.</p>

**VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS**  
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input checked="" type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved  Denied

By: Board Of Commissioners

Date: May 24, 2021

Comments: