



Position Title: Human Resources Generalist
Department: Human Resources
Status/Shift: Full Time

Salary Range: **\$17.43 - \$24.12**
Dependent upon Experience
Posted: 04/09/2018
Closing: Until Filled

Purpose/Scope:

Performs Human Resources related duties in the following functional areas: compliance auditing, leave of absence review and coordination, I-9 review and maintenance, HRIS data entry and report generation. Involves frequent employee contact, and a strong knowledge of FMLA, ADA, USERRA, state provisions and internal policies and procedures.

Essential Job Functions:

Administers the Leave of Absences programs to ensure compliance with Federal, State and County leave of absence policies; coordinates with Short-Term/Long-Term Disability carriers regarding claim submissions and benefit approval determinations.
Reviews and processes all employee payroll change notices and benefit enrollment/change forms; performs daily data entry into HRIS.
Assists in the onboarding and orientation of all County employees regarding benefits programs and personnel policies and procedures.
Participates in various events such as County wide professional training sessions, benefits fair and open enrollment activities.
Responds to employee income verifications, employment inquiries, and requests for information from outside agencies and benefit carriers.
Distributes and tracks annual evaluations for all County employees.
Performs monthly benefit bill reconciliations.
Facilitates employee training sessions.

Knowledge, Skills, and Abilities Required:

Bachelor's degree in HR or related field or 3-5 years of HR experience.
SHRM-CP/PHR/CBP/CEBS preferred.
Computer proficiency in MS Word, Excel and Power Point.
Familiarity with HRIS, Time and Attendance software systems is required; Kronos, Munis preferred.
Must have a strong knowledge of State and Federal leave laws.

Critical Outcomes:

- 1) To provide all the administrative duties of this position in an efficient and accurate manner with timely follow through ensuring compliance with County Personnel Policy and Procedures, State and Federal Regulations within required timelines.
- 2) To engage in critical thinking and rational inquiry using Human Resources processes to ensure effective collaboration with County management and organizational knowledge.
- 3) Demonstrate effective customer service centered focus while maintaining a professional presentation of the Human Resources Department for all internal and external customers.

Submission Requirements: Employment application required. Resume and cover letter optional.

Apply to: Human Resources Department

Email: careers@co.rockingham.nh.us

Mail or Drop off Applications to:

Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833 Applications can be found online at: rockinghamcountynh.org/careers

EQUAL EMPLOYMENT OPPORTUNITY

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.