

# SAGADAHOC COUNTY POSITION DESCRIPTION

**Department:** Administration

**Job Title:** Assistant to the HR Director/ Administrator

**Pay Grade:** 6

**Job Relationship:**

Responsible to: County Administrator and HR Director

Review and Approval of Work: Through direct observation of activities and reports.

**Employee Definition:** Full-time/Non-exempt

**Hours:** 40

**Job Summary:** This position serves as the Assistant to the HR Director and Administrator for various human resources, safety and wellness functions, as well as assisting the Administrator with various projects. While there is a strong emphasis on Human Resources, this position is also involved with many other administrative functions. Duties include assisting with the following: researching, initiating and maintaining personnel/human resources services for all County employees and eligible retirees; maintaining personnel files, medical, workers compensation, and training records and reports and insuring the County maintains employment policies and procedures that are in compliance with State and Federal laws and regulations. This position also serves as the County's Risk Management and Safety Training Officer, as well as its Wellness Coordinator. This position will also cross-train on the performance of basic financial operations such as payroll and accounts payable. Other administrative duties include taking minutes at Commissioners' meetings, preparing the annual report, overseeing the County website, and providing support to other County boards and committees.

**Representative HR Duties and Responsibilities if Assigned by the HR Director:**

- Responsible for keeping informed about changes in public employment laws.
- Researches salient public sector employment and benefit issues and makes recommendations regarding the personnel policy.
- Responsible for maintaining all personnel, training and medical files of employees with utmost confidentiality.
- Responsible for knowledge about, and ensuring County compliance with, the State of Maine Rules for Document Disposition, the Freedom of Information Act, and the rules regarding confidentiality of specific information and forms.
- Responsible for in-depth knowledge of all County sponsored benefits available to all County employees during and after their employment, as well as the requirements for each benefit or program.
- Serves as the County's liaison to outside agencies such as MePERS (formerly Maine State Retirement), Meritain, and the Maine Municipal Association Workers Compensation for all activities involving, but not limited to, health benefits, life, dental and other insurances, retirement benefits, workers compensation procedures and requirements, designated preferred providers and back to work programs.

- Coordinates with benefit providers to ensure appropriate services are being provided to employees; schedules benefit providers for face to face visits with employees as needed.
- Responsible for conducting the County's annual basic Sexual Harassment Awareness training and scheduling an outside counseling agency to conduct Sexual Harassment Training for supervisors every other year.
- Responsible for all Workers Compensation recordkeeping and posting of the OSHA 300 report annually per Dept. of Labor requirements, and submits all first report of injury forms.
- Assists employees with benefits questions or problems, provides information to employees regarding provisions of applicable legislation, such as benefit requirements under the Family Medical Leave Act and Cobra.
- Responsible for all new employee orientations including advising employee of available benefits, assisting the employee in the completion of County, State, Federal and other required forms, conducting comprehensive in-processing training and familiarizing the new employee with a general knowledge of the various County functions, the County facilities and staff.
- Sends reminders to Department Heads when it is time to complete yearly employee evaluations.
- All disciplinary matters will be handled directly by the Administrator and HR Director; however, if requested, will work with them to resolve employee relations issues with Department Heads and Supervisors.
- If requested, assists the County Administrator/HR Director with Workers Compensation and Maine Human Relations Board mediations and arbitrations.
- Works with Department Heads to administrate payroll and benefit provisions of the County's collective bargaining agreements related to benefits.

**Other Duties and Responsibilities:**

- Monitors all safety and training compliance requirements of the Department of Labor and the MMA Workers Compensation Fund and ensures that all applicable employees receive required training and that the training is documented as prescribed by DOL and/or MMA.
- Maintains the County's SHAPE certification.
- Responsible for conducting the County's ergonomics reviews and annual ergonomics training required by the State of Maine and/or arranging for a specialized ergonomics evaluation by an outside agency.
- Takes and maintains minutes for all Board of Commissioners' meetings.
- Responsible for the County's Wellness Program, including submitting applications for wellness grants; establishing the annual wellness plan; and scheduling facilities, speakers, trainers and other details necessary for Wellness workshops and events.
- Administers the County's YMCA pass transfer program.
- Coordinates with agencies such as United Way.
- Maintains administration's portion the County's website.
- Provides support to the Board of Assessing Review, preparing agendas and packets; attending meetings, and handling advertising and notifications.
- Cross-trains with the Accounting Manager and Accounting Clerk so that basic financial operations can be provided in the event that both are absent.
- Maintains records of computer software and hardware.
- Maintains contract files/notebooks.
- Maintains employee confidentiality as required by HIPPA and similar policies.
- Assists with the preparation of the County's Annual Report.
- Special projects as assigned by the County Administrator.

This description is not an exhaustive list of duties and responsibilities associated with this position. While this is intended to be a reflection of the current position, management reserves the right to revise these responsibilities or require other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, technological development, etc.).

**Statute Reference:** None

**Working Conditions and Job Hazards:**

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 of the job. While performing the duties of this position, the employee is regularly required sit, talk, hear, use hands to finger, handle or operate office equipment. The employee may occasionally walk and stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The noise level is usually moderate.

**Specifications/Qualifications:**

- A. Education and training: A combination of experience and/or education equivalent to a degree in Human Resources, Administration or a related field. Previous governmental experience a plus.
- B. General knowledge of records management; considerable knowledge of human resources administration; knowledge of the local community; knowledge of computer applications such as spreadsheets, word processing, database and graphics; familiarity with government operations;
- C. Skill in operating general office equipment;
- D. Attention to detail and ability to prioritize tasks.
- E. Ability to communicate effectively both verbally and in writing (superior writing skills essential); and
- F. Ability to establish and maintain an excellent rapport with employees and diplomatically deal with vendors, other agencies, and the public.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.