**Human Resources Specialist**

**Grade: 5**

**FLSA: Non-Exempt**

**Date: 07/22**

**Job Summary:** Provides support and coordination for a variety of human resources functions including administration of benefit plans, fiscal duties, and onboarding. This position requires a high degree of confidentiality and attention to detail.

**Essential Functions:**

1. Maintains updated and effective benefit pages on the employee portal;
2. Processes enrollments, changes, and terminations of participants in all benefit plans and programs;
3. Conducts benefits orientation for new employees on a weekly basis;
4. Submits Flexible Spending Account (FSA) ACH payment information to payroll biweekly; reconciles the medical and dependent care FSA accounts on a quarterly basis;
5. Assists with Affordable Care Act (ACA) compliance; monitors health insurance deductions for variable hour employees; conducts quarterly reconciliation and audit, prepares Budget amendment to realign health insurance expense;
6. Performs fiscal duties including but not limited to preparation of requisitions, journal entries, and budget amendments; and processes invoices for payment;
7. Generates monthly invoices for retiree health insurance premiums, documents payments, and deposits bank checks electronically;
8. Administers the COBRA program in accordance with Federal and state regulations;
9. Assists with the annual budget entry into H.T.E. and monitors Human Resources accounts and fund balances;
10. Assists the Benefits Administrator with the annual Open Enrollment process;
11. Administers the Student Loan and Tuition assistance Programs;
12. Maintains and audits employee benefits data in the County’s payroll system and health insurance carrier’s database;
13. Assists with administering ID Badges for employees to include contractors; filing and archiving responsibilities;
14. Manages files in accordance with approved department retention policies and practices;
15. Assist with updating new hire orientation and on-boarding in coordination with new software;
16. Assists with creating benefit communication materials during employee orientation, and with employee newsletter contributions;
17. Coordinates the payment of employee insurance benefits for those on extended leave;
18. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and

 procedures;

1. Ability to act as a representative of St. Mary’s County Government to the public;
2. Knowledge of the practices and procedures of human resources and of the department in general;
3. Knowledge of PPACA, HIPAA, and COBRA practices preferred;
4. Ability to effectively communicate;
5. Ability to conduct research;
6. Ability to maintain confidentiality and accurate records;
7. Ability to operate relevant computer systems, including hardware and software, and simple office machines;
8. Must be proficient with Excel;
9. Basic math skills.
10. Ability to obtain and maintain notary status

**Education and Experience:**

1. Associate degree
2. Two or more years of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Representative Date

Your signature below indicates that you have received a copy of this position description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Employee’s Signature Date |