



## **JOB OPPORTUNITY BULLETIN**

*Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.*

Today's Date: **July 1, 2025**

Date Listing Will Close: **July 8, 2025 - 5:00 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: Location / **HR Generalist**

Department: Salary: **Human Resources**

Position Summary: **\$40,000 – \$42,000.00**

**See Attached Job Description**

Job Duties and Responsibilities: See Attached JobDescription Qualifications /

Experience: See Attached Job Description

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E.O.E. and A.D.A.

**HARRISON COUNTY PERSONNEL/HUMAN RESOURCES**

1801 - 23<sup>rd</sup> Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

[www.co.harrison.ms.us](http://www.co.harrison.ms.us)

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.**

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**HARRISON COUNTY, MISSISSIPPI  
JOB DESCRIPTION**

**JOB TITLE:** Human Resources Generalist

**DEPARTMENT:** Human Resources

**FLSA STATUS:** Non-exempt

**REPORTS TO:** Human Resources Director

**POSITION CODE:** 8810

**MAINTENANCE REVIEW DATE:** July 1, 2025

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB OBJECTIVE:** This position provides strategic and hands-on support for the HR function in the areas of benefits, recruiting, onboarding, employee relations, compliance, and data entry. This position must maintain the highest level of confidentiality.

**ESSENTIAL JOB FUNCTIONS:**

- Answer and route incoming telephone calls to the appropriate extension, write messages including specifics on inquiries for unavailable staff members and provide information in response to specific inquiries regarding county operations.
- Scan employee documents into UKG, ensuring all employee records are up-to-date in the HRIS system.
- Administer various employee benefits programs such as group health, dental, vision, life, and supplemental insurance programs.
- File employee hard copy and electronic copy documents in appropriate files, including personnel, medical and I9 files.
- Assist with orientation and employees enrolling in employee benefits. Insure benefit packets are stocked at all times.
- Create personnel folders for new employees. Place documents in correct order. Scan documents into UKG and file daily.
- Assist with updating and uploading documents in UKG.
- Maintain employee benefits filing systems and ensure benefit changes are submitted to payroll in a timely manner for processing deductions.
- Post job openings and process applications for positions.
- Maintain binders with up-to-date emergency contact information and employee beneficiaries.
- Respond to general information requests from employees.
- Make employee badges and collect money due.
- Collect payments for insurance premiums and forward to Bookkeeping in a timely manner.
- Prepare and mail applicant acknowledgment and rejection letters for distribution.
- Maintain information relative to all group insurance policies, premiums, claims, and costs.

- Develop any health awareness initiatives for employees in cooperation with benefit providers.
- Ensure third party administrators have accurate employee contact information as well as addresses on file for streamlining assistance and mailing operations.
- Provide information to employees on Harrison County's Deferred Compensation Plan for retirement savings opportunities and for the Public Employee Retirement System of Mississippi (PERS) to employees of Harrison County.
- Provide verification of employment in a timely manner.
- Act as a liaison for the County with Third-Party Administrators regarding employee benefits and the County's wellness program.
- Assist employees with completing claim forms and other relevant paperwork.
- Provide support for all of the department's human resources functions.
- Enter new hires, terminations, resignations, status, and salary changes into E-Navigator and UKG as needed.
- Check and process all mail for the human resources department on a daily basis.
- Other related duties as assigned.

#### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

- Strong interpersonal skills are necessary to maintain a good working relationship with the public and fellow employees.
- Ability to communicate well and understand written or oral instructions and read, analyze and interpret documents, instruction manuals, policies and procedures.
- Ability to maintain the highest degree of confidentiality is essential for this position.
- Must possess administrative-level writing skills and to prepare documents of a professional quality.
- Working knowledge of employment law to avoid legal challenges and assure compliance with legal hiring practices.
- Updates job knowledge by participating in educational opportunities.
- Ability to research and analyze information from technical and professional sources.
- Must be able to take on a leadership role in meetings or coaching opportunities.
- Must have strong Microsoft Office skills, specifically in Word, and Excel.
- Must be able to write and present professional reports, power points, Excel spreadsheets.
- Ability to enter data accurately in various Human Resource Information Systems.
- Knowledge of or ability to learn UKG HRIS for timekeeping and data management.
- Ability to concentrate and perform accurately, even while under stress and deadlines.
- Strong interpersonal skills are necessary to maintain a good working relationship with the public and fellow employees.
- Knowledge of standard office practices and procedures.
- Familiarity with HR policies, procedures and relevant employment laws is necessary.
- Working knowledge of employee benefit programs.
- Knowledge of all related safety procedures.
- Familiarity with payroll practices and principles.
- Ability to perform mathematical calculations accurately.
- Ability to research benefit information.
- Ability to establish and maintain hard copy and computer filing and recordkeeping systems.

- Ability to prioritize, organize and multi task to successfully complete work assignments in a timely manner and meet required deadlines.
- Ability to work in an open, high volume, high traffic area.

**ADDITIONAL REQUIREMENTS:** A four-year degree in a related field with two years of experience is preferred but will consider a High School or equivalent with five to eight years of successful, full-time paid employment related to the above duties.

**SALARY: \$40,000 – \$42,000.00 annually**

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles		✓
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common to this job:*

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓