



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: September 6, 2024

Date Listing Will Close: September 13, 2024 at 5:00 p.m.

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

Class Specification: **Human Resources Specialist**

Location / Department: **HUMAN RESOURCES**

Salary: **\$45,000 - \$55,000**

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL / HUMAN RESOURCES

1801 - 23rd Avenue, First Floor, South Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

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

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Human Resources Specialist

DEPARTMENT: Human Resources **FLSA STATUS:** Non-Exempt

REPORTS TO: Human Resources Director **POSITION CODE:** 8810

MAINTENANCE REVIEW DATE: July 31, 2024

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 fall 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: To provide administrative support to the Human Resource Department and Human Resource Director in meeting HR objectives in accordance with Harrison County policies and procedures. This position must maintain the highest level of confidentiality.

ESSENTIAL JOB FUNCTIONS:

1. Creates job descriptions for new positions; evaluate existing job descriptions of current employees.
2. Evaluates and identifies areas of opportunity for training improvement.
3. Conducts UKG training for department timekeepers.
4. Manages and updates department organizational charts by position.
5. Manages and facilitates employee evaluation/appraisals in HRIS system.
6. Prepares statistical reports for data analysis, as assigned by the HR Director, and verifies the integrity of the information; prepares various HR reports.
7. Provides information in verbal and/or written communication in a polished and professional manner.
8. Reviews and participates in ensuring the integrity of the work flow of the hiring processes.
9. Conducts New Hire Orientation, as required by the HR Director.
10. Manages and schedules department random drug and alcohol screening.

11. Posts available job openings for county departments and receives applications for these positions until posting expires.
12. Keeps track of all applications received and furnishes copies of the applications received to the appropriate department head or hiring manager.
13. Schedules pre-employment physicals for prospective employees of Harrison County.
14. Conducts background screening for all prospective new hires for Harrison County.
15. Performs E-Verify checks on new employees of Harrison County in a timely manner.
16. Assists new employees in completion of employment documents once hired and submits documents to payroll department.
17. Provides information to employees regarding payroll and provisions and usage of benefit plans.
18. Creates employee account for new regular, full time employees in E-Navigator.
19. Must be proficient in Microsoft Word, Excel, UKG and E-Verify.
20. Enters new hires, terminations, resignations, and all changes into UKG for Board of Supervisors agendas and submits to HR Director for approval.
21. Assists employees with applying for FMLA and processing paperwork.
22. Creates and maintains the official employee personnel files in paper document form and scans into HRIS system.
23. Creates and maintains medical records files for employees in paper document form.
24. Schedules new hire orientation and prepares orientation materials.
25. Provides information to employees on Harrison County's Deferred Compensation Plan for retirement savings opportunities.
26. Performs general administrative and clerical duties, to include but not limited to: answering phones, photocopying, scanning, faxing, mailing and filing.
27. Responds to employee general information requests.
28. Acts as a Notary Public on behalf of county employees.
29. Assists in filing and coordinating worker's compensation claims with third-party administrator. Works directly with MPE Workers' Compensation Services and Harrison County clinic for worker's compensation claims. Follows up on claims.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Assists in the open enrollment of insurance/benefits for employees and handles requests for insurance replacement cards.
2. Assists in the collection and deposit of payments made for insurance coverage premiums.
3. Collects fees and makes deposits for employee duplicate and other approved badges; maintains related records.
4. Assists the Human Resource Director with various clerical duties.
5. Other related duties, as required.

SUPERVISORY RESPONSIBILITIES: This position does not supervise employee(s).

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- 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 and general Human Resource terminology.
- 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 communicate effectively, both orally and in writing.
- 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.

EDUCATION AND EXPERIENCE REQUIRED:

- B. S. Degree in Human Resources Development, Business Administration, or related field is preferred.
- Three (3) to five (5) years of work experience in human resources and employee benefit record maintenance and processing is preferred.
- A combination of education and experience will be considered.
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ADDITIONAL REQUIREMENTS:

- Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

SALARY RANGE: \$45,000 - \$55,000 Annually

PHYSICAL REQUIREMENTS:

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

| | 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) | | √ |

****This is an acknowledgement that I have read and understand this job description:***

Signature: _____

Date: _____