

# JOB OPENING ANNOUNCEMENT



**Position Title:** Part-Time HR Technician

**Department:** Human Resources

**Position Summary:**

Under direction of the Director of Human Resources, the Part-Time HR Technician performs complex analysis of HR-related metrics, takes the lead in minor employee relations investigations, maintains full understanding of Franklin County employee policies and practices and provides support for benefits reporting, issues and concerns. Work requires the exercise of a high degree of initiative, independent judgment and discretion. Assist in the management of departmental operations. Assists the Director of Human Resources in the preparation of payroll. Perform administrative duties of a wide degree and variety. Perform related work as required.

**Part-time (less than 1000 hours annually)  
Non-benefit eligible position**

**How to Apply:** Complete On-Line Application at [www.HRePartners.com](http://www.HRePartners.com).

**Salary Range:** \$16.17 to \$23.03 per hour depending on qualifications

**Date Opened:** Thursday, November 19, 2015

**Date to Close:** Sunday, January 31, 2016

**Hours:** Less than 1,000 per year. Hours will be determined but generally Monday-Friday between the hours of 8 a.m. and 5 p.m..

**Additional Information:**

Associate's degree in Human Resources, Business, Management or an equivalent from two-year college or technical school is required. Two to three years related experience in payroll administration and processing is preferred. One to two years related experience in payroll administration and processing is required.

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Processes payroll and oversees withholdings, transmission of dollars to appropriate accounts, reconciles and balances accounts and funds. Keeps track of leave time, such as vacation, personal, and sick leave, for employees. Reviews time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies. Verifies attendance, hours worked, and pay adjustments, and posts information onto designated records. Computes wages and deductions, and enters data into computers.

Employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six months of being awarded the position.

***Franklin County conducts background checks and drug screening on all potential candidates.***

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3444 at least two days prior to the scheduled test or interview.

*Duties listed on the job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. The attached job description does not constitute an employment agreement and is subject to change as the County's needs and requirements of the job change.*

*The State of Kansas and Franklin County are At-Will Employment jurisdictions. The County is an Equal Opportunity Employer. Applicants and/or employees with a disability as defined in the Americans with Disabilities Act may request accommodation to perform the position's functions. Requests should be directed to the Human Resources Director.*

***Franklin County is an Equal Employment Opportunity Employer.***

## Franklin County, Kansas Job Description

Title: Human Resources Technician	Grade: 17
Reports To: HR Director	FLSA: Exempt
Department: Human Resources	Modified Date:

**Part-time (less than 1000 hours annually), non-benefit eligible position**

### JOB SUMMARY:

Under direction of the Director of Human Resources, performs complex analysis of HR-related metrics, takes the lead in minor employee relations investigations, maintains full understanding of Franklin County employee policies and practices and provides support for benefits reporting, issues and concerns. Work requires the exercise of a high degree of initiative, independent judgment and discretion. Assist in the management of departmental operations. Assists the Director of Human Resources in the preparation of payroll. Perform administrative duties of a wide degree and variety. Perform related work as required. This position is responsible for oversight of the Human Resources Department in the absence of the Human Resources Director.

### ESSENTIAL FUNCTIONS:

- Develop and provide training to County employees on County policies and processes as applicable. Training may include, but not be limited to, recruitment and hiring procedures, performance evaluations, employee benefits, etc.;
- Provide direct oversight for the maintenance of personnel records. Ensure that all records are current and accurate. Maintain the confidentiality of employee personnel records. Provide access to employee's files upon request and in accordance with County policy;
- Update and maintain current job descriptions for all full- and part-time positions in conjunction with the Department Head;
- Develop and maintain job files for all County hires. Assist in the recruitment of qualified applicants by placing ads in the newspaper or on the radio, contacting employment agencies, etc. Accept applications for employment and pre-screen applicants. Participate on interview boards as requested;
- Develop and conduct new hire orientations; process paperwork for new employees and enter employee information into the payroll system;
- Responsible for health, life and worker's compensation insurance claims and advise the Human Resources Director on insurance matters;
- Assist the Human Resources Director in the unemployment claim process;
- Represent Human Resources on the County Safety Committee and advise Human Resources Director on potential changes to the worker safety program and/or policies;

- Conduct exit interviews and provide necessary information to terminated employees regarding continuation of insurance rights, flexible benefit plans, KPERS contributions, etc.;
- Serve as Plan Administrator for Section 125 Cafeteria Plan. Oversee open enrollment and monitor all new enrollments and changes. Coordinate activities with claims administrator;
- Prepare appropriate Federal and State forms for all Human Resources related information;
- Oversee the duties and responsibilities of the Human Resources Department in the absence of the Director, Franklin County Human Resources;
- Process payroll and oversee withholdings, transmission of dollars to appropriate accounts, reconcile and balance accounts and funds;
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies;
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records;
- Compute wages and deductions, and enter data into computers;
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records;
- Process and issue employee paychecks and statements of earnings and deductions.
- Keep track of leave time, such as vacation, personal, and sick leave, for employees.
- Responsible for all other duties as assigned.

**SECONDARY FUNCTIONS:**

Performs other related duties as required.

**SUPERVISORY FUNCTIONS:**

None.

**MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE:**

- Knowledge of administrative practices and procedures;
- Knowledge of County resolutions, organization and procedures, office management methods, and administrative supervision skills;
- Knowledge of public accounting principles;

- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems;
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

### **SKILLS:**

- Skill in leading minor employee relations investigations;
- Skill in maintaining full understanding of Franklin County employee policies and practices and provides support for benefits reporting, issues and concerns;
- Skill in the exercise of a high degree of initiative, independent judgment and discretion;
- Skill in assisting in preparing payroll;
- Skill in oversight of the Human Resources Department in the absence of the Human Resources Director;
- Skill in written and oral communications;
- Skill in operating a personal computer and typewriter rapidly and accurately, along with other common office machines, including transcription equipment, facsimile machine, and copy machine.

### **ABILITY:**

- Ability to work independently and without instruction;
- Ability to learn and remember a wide variety of County and departmental policies, interpret policy as it applies to payroll and leave;
- Ability to make administrative decisions and to use good judgment in dispensing information to the County and the public;
- Ability to spell and use good English;
- Ability to perform a variety of clerical and administrative work;
- Ability to work with the public and other County officials and personnel;
- Ability to meet physical demands worksheet requirements.

### **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

N/A

### **REQUIRED EDUCATION/OR EXPERIENCE:**

- Associate's degree in Human Resources, Business, Management or an equivalent or equivalent from two-year college or technical school;
- or one year to two years related experience and/or training;
- or equivalent combination of education and experience.

## **PREFERRED EDUCATION/OR EXPERIENCE:**

- Bachelor's degree in Human Resources, Business, Management or an equivalent or equivalent from two- year college or technical school;
- or two to three years related experience and/or training;
- or equivalent combination of education and experience.

## **PHYSICAL CONDITIONS:**

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.

- While performing the duties of this job, the employee is regularly required to talk or hear;
- The employee is frequently required to sit and use hands to finger, handle, or feel;
- The employee is occasionally required to stand; walk; reach with hands and arms;
- Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

## **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.