

Whitman County Human Resources

400 N. Main Street • Colfax, WA 99111
(509) 397-5242 • FAX (509) 397-6355 • www.whitmancounty.org



JOB ANNOUNCEMENT

POSITION: Benefits/Programs Coordinator

DEPARTMENT: **Human Resources**

MONTHLY SALARY: \$2,894.00

UNION STATUS: Non-represented

TO APPLY: Whitman County Human Resources
N. 400 Main Street
Colfax, WA 99111
(509) 397- 6205

LOCATION: Colfax

CLOSING DATE: **Open Until Filled** (First review June 23, 2017)

SELECTION PROCESS: Applicants must submit a signed Whitman County application form. The applications will be reviewed and evaluated to determine applicants invited for an interview.

TO QUALIFY: See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be present at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORK PLACE
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
AMERICANS WITH DISABILITIES ACT

Persons requiring accommodation should advise us of that need

**WHITMAN COUNTY
POSITION DESCRIPTION**

Effective Date: June 1, 2017

Position Title: Benefits/Programs Coordinator

Job Family Classification #: 86

Department Title: Human Resources

Department Code: 013

Pay Grade: Program Representative

FLSA Status: Non-Exempt

Union Status: Non-Represented

Reports to: Human Resources Director

SUMMARY

Coordinate and carry out established County policies and procedures concerning Human Resource functions. Work under the general supervision of the Human Resources Director. Performs primarily computer and problem solving duties related to payroll, benefits management, clerical, civil service and various personnel related programs.

ESSENTIAL FUNCTIONS – Essential functions may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by the position. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance are not routinely listed in job descriptions but are an essential function. Essential functions may include, but are not limited to:

- Use established office procedures, policies and practices related to public personnel.
- Prioritize and manage multiple projects.
- Calculate, enter, troubleshoot and audit complex payroll entries.
- Perform general clerical duties such as filing, answering phones, data entry and invoice preparation.
- Maintains confidential files, records and reports. This includes personnel, industrial insurance, position, medical and other files.
- Interprets and explains county, outside administrator, federal and state rules/regulations while maintaining confidentiality.
- Coordinate, enroll and troubleshoot all employee benefits including Worker's Compensation, health insurance, retirement, leave accruals and a variety of voluntary benefits.

- Act as the Chief Hearing Examiner for the Whitman County Civil Service Commission. Organize and implement civil service procedures and testing pursuant to RCW, state and federal laws.
- Coordinate and maintain employment advertising and application processes. Assist departments with recruitment timelines, and announcement preparation. Monitors application process to maintain county procedures.
- Coordinate, troubleshoot and maintain a variety of county programs including training schedules, orientations, drug/alcohol testing, ID cards, and the wellness program.
- Serve on internal and external committees as assigned.
- Cross trains on Human Resource functions.
- Maintains confidentiality in accordance with county, state and federal policies and regulations.
- Various duties and projects as assigned by the Director.

SUPERVISION EXERCISED AND RECEIVED

Supervision is not a normal responsibility of this position. Work is performed under the general direction of the Human Resources Director who reviews work for the quality of results obtained.

NON-TECHNICAL ESSENTIAL FUNCTIONS

Establish and maintain good working relationships with public officials, employees and the public. Successfully communicates in both written and verbal form. Demonstrates courteous and cooperative behavior with all customers.

SELECTION CRITERIA

Knowledge, Skills, Abilities

- Knowledge of general office practices.
- Knowledge of basic accounting principles.
- Knowledge and intermediate to advanced ability in the operation of standard (example Microsoft Word, Excel and email) and specialized software.
- Knowledge of state and federal requirements governing HR functions
- Knowledge of the principles and practices of public sector administration, confidential records management and effective customer service.
- Knowledge of legal, ethical and professional rules of conduct for government employees.
- Knowledge of record keeping and file maintenance principles and practices.
- Answer questions, advise employees and resolve problems.
- Use initiative and independent judgment within established procedural guidelines.
- Professional time management.
- Effective process management and re-prioritization of duties.
- Accurate data entry.
- Ability to work independently of a supervisor.
- Ability to take direction and follow through on tasks.
- Ability to complete accurate work and meet deadlines.
- Ability to work with other employees to gather information to complete tasks.

EXPERIENCE, EDUCATION, AND TRAINING

A Bachelor's Degree in Human Resources or related field; and two years of Human Resources related experience, preferably in public sector payroll;

OR

Substituting, on a month for month basis, a combination of experience, education, and training which would provide the level of knowledge and ability required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT – Work is performed in a standard office environment. The charts below indicate typical physical requirements but variations may occur.

| Physical Movement | Never | Seldom 1-10% 0-1 hr/day | Occasional 11-33% 1-3 hr/day | Frequent 34-86% 3-8 hr/day | Constant 67-100% |
|-----------------------------------|-------|----------------------------------|------------------------------------|-------------------------------------|---------------------|
| Sit | | | | X | |
| Stand | | | X | | |
| Walk | | | X | | |
| Climb (ladder/stairs) | | X | | | |
| Twist | | | | X | |
| Bend/Stoop | | | | X | |
| Squat/Kneel | | | X | | |
| Crawl | | X | | | |
| Reach Left,Right,Both | | | | X | |
| Work above shoulders (L,R,B) | | X | | | |
| Keyboard (L,R,B) | | | | | X |
| Wrist (flexion/extension) (L,R,B) | | | | X | |
| Grasp (forceful) (L,R,B) | | | X | | |
| Fine manipulation (L,R,B) | | | | X | |
| Operate foot controls (L,R,B) | X | | | | |
| Vibratory tasks: high impact | X | | | | |
| Vibratory tasks: low impact | X | | | | |

| Lifting/Pushing | Never | Seldom | Occasional | Frequent | Constant |
|--------------------------------------|-------|--------|------------|----------|----------|
| Lift (lbs) (L,R,B) up to 70 lbs | | | X | | |
| Carry (lbs) (L,R,B) up to 70 lbs | | | X | | |
| Push/Pull (lbs) (L,R,B) up to 70 lbs | | X | | | |

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