

SUSQUEHANNA COUNTY POSITION DESCRIPTION

TITLE: DEPUTY DIRECTOR OF HUMAN RESOURCES/BUDGET
COORDINATOR
DEPARTMENT: COUNTY COMMISSIONERS
LOCATION: 31 LAKE AVENUE
MONTROSE, PA 18801
REPORTS TO: DIRECTOR OF HUMAN RESOURCES & CHIEF CLERK
SUPERVISES: NONE
POSITION STATUS: FULL-TIME / NON-UNION
PAY GRADE: 9

GENERAL SUMMARY:

Under the direction of the Director of Human Resources (HR), the Deputy Director/Budget Coordinator's primary HR duties include: assisting the HR Director with recruitment and employment; new employee onboarding; benefits and other employee programs or resources including the County's pension program; employee data and personnel records administration; and the accurate processing of bi-weekly payroll.

Under the direction of the Chief Clerk, the primary duties include providing support and assistance to the County and/or Department Heads with the budget process and assist with finalization of the budget process. This position will serve as a subject matter expert on various HR systems.

Minimum Requirements:

- Knowledge and/or experience in the area of Human Resource and Accounting/Finance
- Associates Degree from an accredited institution or a combination of education and experience, which indicates possession of knowledge, skills & abilities to perform the duties and responsibilities of the position
- Must be detail oriented with a strong attention to detail
- Must be proficient in excel spreadsheets
- Excellent written and verbal communication skills
- Strong leadership, project and time management skills

Duties and Responsibilities:

Recruitment & Employment (30%)

- Recruitment: Post job openings internally and externally; track status of candidates/applications received; assist with interview process as needed up to and including pre-screening candidates and/or interviewing; responds with follow-up letters throughout recruiting process (contingent offer letters, pre-employment testing/tracking, confirmation of start date letters, new hire packets, etc.) In absence of HR Director, may communicate with hiring managers regarding the status of openings, applicant flow, interviews, external postings and job offers.
- Employment: Conduct new employee orientation meetings with new hires on their first day; collect completed new hire paperwork, create new hire folders, create new hire in appropriate HRIS system, follow up on any missing data not provided by new hire; manage I-9 process. Responsible for the timely processing of a terminating/retiring employee. Must maintain employee data (current and past) and the administration of personnel records
- Payroll: Responsible for performing and completing all functions pertaining to the accurate processing of the bi-weekly payroll for County employees (split pays, processing salary/position adjustments, large hour usage, comp time entries, retro payments, FMLA and Military time usage, etc.); processes annual increases as required by negotiated bargaining units
- Benefits & Other County Programs: Be the subject matter expert for County wide benefits and provide support to people with benefit issues questions; track enrollment eligibility and provide documents to newly eligible employees to enroll – enter as required into the appropriate HRIS system. May answer inquiries related to holiday, sick and vacation time; payroll, taxes, deductions, employee self-service system; as well as other employee benefits, programs and resources available to them.

Data Administration (30%)

- Leverage various systems to maintain confidential HR data; produce a variety of standard and ad-hoc reports; analyze and compile appropriate data when needed. Ensure integrity of employee data (accurate, complete, and timely).
- Process all employee transactions within all required systems as needed; New Hire, Termination, Leave of Absence, Reassignment, Position Maintain, Hours Change, Salary Increase, Supplement Pay, etc.
- Maintains vehicle and operators list and follows up with employees on required insurance documents and renewed driver's license.

Budget Process & System Software (30%)

- Assist in preparation of annual Countywide and Department budgets, assisting staff as needed in the preparation and accounting side of the budgeting process.
- Assist as needed or directed in the finalization of the Countywide and Department budgeting process.
- Technically proficient and able to learn and adapt to new and/or changing software applications; responsible for maintaining data integrity for the County by establishing regular

system checks and correcting system to correct any potential outages found.

- Must have knowledge of payroll, purchasing and fiscal procedures;
- Standardize and maintain, as needed, the Accounting Software database, maintain security and best practices, and instruct users as to best form and function to maintain data flow in their job-based requirements while ensuring technical concepts are provided in efficient and clear manner;
- Create, update, and maintain financially based spreadsheets to foster the ability generate reports in Excel and Munis, and other HRIS systems. Maintain the structure of attributes, code tables, business rules and all other setup functions.
- Produce reports for distribution when necessary.
- Assist end-users with any HRIS system software questions and provide County-wide training or instruction as required or driven by new policy and procedures.

Office Administration (10%)

- Provide administrative support as needed for the effective operation of Human Resources and budget process; develop and implement process improvements; directly handle routine communications and inquires such as verification of employment, Pension estimate requests and questions
- Perform all other duties as requested or assigned by the Director of HR and/or Chief Clerk.

Required Certifications:

- The applicant must pass the below pre-employment required screening;
 - background check with results indicating there is no record of criminal convictions;
 - drug screen with negative results;
 - providing documents as required by Homeland Security for the I-9 process
- Applicant must possess a valid driver's license
- The applicant must meet and comply with Susquehanna County's Employment Policies.
- Part of the position functions involves the handling of CONFIDENTIAL DATA, disclosure of which is protected by law.

Physical Requirements:

- The applicant must be able to perform the duties and responsibilities of the position in a normal office environment.

DISCLAIMER:

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THIS POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Date: _____

Employee Signature

Date: _____

Department Head Signature

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer