

LINN COUNTY CLASSIFICATION

TITLE: ADMINISTRATIVE ASSISTANT/PERSONNEL

NUMBER: 043

APPROVAL ORDER

PAY RANGE: 12

NUMBER: 2001-593

CATEGORY: MANAGEMENT/EXEMPT

DATE: October 9, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform a variety of complex, confidential duties involving personnel issues, activities and benefits including record keeping, employee orientation and counseling, research and problem solving.

SUPERVISION RECEIVED: Works under the general supervision of the Administrative Officer. The employee is responsible for carrying out tasks with a minimum of supervision.

SUPERVISION EXERCISED: Supervision of subordinate positions may be a responsibility of positions in this classification, may participate in the selection of new personnel; assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Create and maintain accurate, up-to-date and complete personnel files for each County employee.
2. Prepare and provide benefit information packets and hold orientation interviews with new employees. Explain medical, dental, vision and life insurance coverages, general benefits information regarding deferred compensation, employee assistance, and flexible spending account programs. Responsible for keeping employees informed of benefit changes. Assist in the completion and processing of various forms.
3. Investigate and solve problems related to all aspects of employee benefit relations, initiate correspondence as necessary, conduct exit benefit interviews for terminating and retiring employees and assist them with continuation insurance. Insure compliance with applicable Federal and State laws such as COBRA (health insurance continuation coverage) and Family Medical Leave Act (FMLA) rules and regulations.
4. Work very closely with payroll staff to insure that all appropriate information is entered into the payroll system in a timely manner.
5. Responsible for enrollments and separations of Public Employees Retirement System (PERS) eligible employees. Research salary certifications, sick leave records, and maintain appropriate records to insure that employees are appropriately credited with PERS service. Assist Payroll in completing the PERS Employer Exception Reports.

6. Review Personnel Action Forms (PAF) to insure validity and accuracy which may affect payroll and personnel records.
7. Prepare and maintain a variety of reports, logs/files of PERS, Workers' Compensation and unemployment claims/notices and prepare reports as required.
8. Assist employees and dependents in obtaining death & disability claims, PERS & deferred compensation withdrawals, and social security and medicare benefits.
9. Verify employment and salary information requests, complete various surveys, and assist other governmental agencies with salary, classification and benefit information.
10. As appropriate, interpret provisions of County Personnel Policy, Collective Bargaining Agreements, statutory regulations, insurance and retirement programs and provide any other information which may assist in carrying out the responsibilities of the position.
11. Serve as liaison between County employees and all benefit providers and arranges and schedules meetings between them as needed.
12. May perform full range of supervisory duties to include employee selection, performance evaluation and discipline.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

15. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of personnel and benefits practices and procedures. Considerable knowledge of basic business English composition, spelling, punctuation, and arithmetic.

Ability to perform duties with initiative and judgment and to use resourcefulness and tact in public contacts. Ability to read, understand, and apply available guidelines to a variety of operational requirements. Ability to establish and maintain harmonious working relationships with other employees and the public.

Ability to use standard office equipment including basic knowledge of word processing and typing. Ability to make moderately complex mathematical computations and tabulations with speed and accuracy. Ability to plan, organize, and complete work in a timely fashion. Skill in the operation of standard office equipment.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from senior high school plus two years of responsible personnel and benefits experience enabling individual to perform required knowledge, skills, and abilities with some experience in maintaining financial records; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.