

TOWN OF WISE, VIRGINIA

JOB DESCRIPTION: HUMAN RESOURCES ADMINISTRATOR

FSLA Status: Exempt, Salaried Position with full benefits

Pay Grade 9 – (\$57,969.60 – \$73,465.60)

General Duties: The Human Resources Administrator performs complex and sensitive duties related to Human Resources and administrative roles. The Administrator serves as a consultant to top management in significant personnel related matters. The position reports to the Town Treasurer, but works closely with the Town Manager and other department heads. Responsibilities include ensuring employment law compliance, employee benefit administration, advertising of open positions, onboarding of new employees, health insurance enrollment for employees, personnel changes, FMLA and Workers Comp. administration, maintaining employee records (personnel files).

Essential Functions/Responsibilities:

Organizes and controls the orderly flow of activities of the Human Resources Department

Conducts new hire orientation

Assists with submission of all required workers' compensation documents, monitors claims, and coordinates modified/transitional work as needed

Assists with FMLA administration ensuring compliance and accurate recordkeeping

Assists with Human Resources regulatory compliance tasks of the Town

Assists with statistical reporting to various government agencies.

Manages all human resources files in compliance with state and federal law.

Responsible for the Personnel Policy Manual and recommends updates as needed.

Recommends changes to codes, procedures and courses of personnel actions.

Plans, develops and implements general personnel policies and procedures.

Assists with departmental hiring processes and training as required.

Administers several plans and policies including health, dental and retirement plans, drug and alcohol policy, leave polices and compensations programs.

Manages the Human Resources budget.

Responsible for job applications, job descriptions, job postings and HR webpage on the Town's website.

Maintains and updates job descriptions.

Interacts with all benefit providers.

Any other day-to-day duties of the HR function that Town executives may request

Knowledge Skills and Abilities:

Knowledge of principles and practices of Human Resources in accordance with federal/state/local laws.

Knowledge of workers' compensation programs and medical/insurance terminology

Proficient skills in the use of technology such as Microsoft Office

Ability to respond to the concerns of employees in a professional and confidential manner

Ability to comprehend and communicate policies and procedures effectively, both orally and written.

Ability to assess situations and use good judgment in problem resolution.

Education and Experience:

Minimum Required: Associates Degree in related field with minimum of 3 year's experience working in a Human Resources or related field.

Preferred: Bachelor's Degree in Human Resources, Business Administration or Human Resources Related field with a minimum of 3 year's experience working in Human Resources or related field.

Licenses/Certificates or Other Requirements:

Valid Driver's License