



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

HUMAN RESOURCES SPECIALIST

DAWSON COUNTY HUMAN RESOURCES

Full-Time/Hourly/Non-Exempt

JOB SUMMARY

Under general supervision, performs work involving specialized programs in the area of Human Resources administration, which involves complex and detailed processing of transactions, such as onboarding of new employees, personnel actions and benefits, health and safety training programs and events. The incumbent is expected to work independently and as a team member and must exercise considerable judgment and initiative in the performance of their duties.

ESSENTIAL DUTIES

- Ensures that job descriptions are accurate and up to date.
- Develops and posts job vacancy notices; distributes employment opportunity advertisements to newspapers, websites, outside agencies, and all county departments.
- Receives applications and screens for complete information; reviews knowledge, skills, abilities, education and experience to determine whether an applicant meets the minimum requirements for acceptance; compares available applicants to current vacancies; forwards applications to applicable department head.
- Facilitates applicants with employment status and providing information regarding available positions, applications/hiring processes, and completion of the employment application.
- Provides support to departments regarding the recruitment and selection process; performs reference checks and obtains copies of required degrees and/or certifications at the request of hiring department head. Prepares and extends conditional offer at the request of the hiring department head.
- Performs background checks, Motor Vehicle Reports (MVR's), and schedules drug screenings.
- Completes I-9 verification and processes with E-Verify electronic system; completes SAVE (Systematic Alien Verification for Entitlements) Affidavits.
- Orients new employees; ensures all required paperwork is completed by new hire; assists with tax, insurance, and retirement forms; provides all personnel resources such as Employee Handbook and benefit materials.
- Creates personnel and payroll employee files using SmartFusion's Computer Software Innovations (CSI) database.
- Reports all new hires to Georgia New Hire Reporting Center electronically.
- Promotes benefits and services on behalf of Human Resources and the County.
- Brainstorming and developing ideas for creative marketing campaigns.

- Assisting in outbound or inbound marketing activities; participates in training events, conferences and Dawson County government campaigns regarding health and safety.
- Engage personnel and community partners by increasing their awareness of health and safety information, programs and events.
- Speaking at events and participation in resource fairs and other activities when they become available.
- Processes employees' queries and responds in a timely manner.
- Performs other clerical duties such as photocopying, faxing, filing, & scanning.
- Develops, maintains, and implements departmental forms; prepares various reports, summaries, and analyses as requested by Human Resources Director.
- Relays messages and disseminated information to department employees; types correspondences as needed.
- Operates a personal computer, general office or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, network, or other system software and hardware.
- Performs other related duties as assigned to accommodate cross-training in all HR functions.

KNOWLEDGE/ SKILLS / ABILITY

KNOWLEDGE OF:

- Federal and State laws, relevant County ordinances, codes, policies, and procedures related to all Human Resources functions.
- Modern office equipment, modern office management practices and procedures; proficiency with modern department software used for word processing, spreadsheets, and various Human Resources operations and activities.
- Research skills regarding public health issues.
- Social media platforms; website navigation.
- Microsoft Office and Outlook proficient.

SKILLED IN:

- Organization; establishing and maintaining records.
- Operating modern office equipment, such as a computer, calculator, and copier.
- Utilizing Microsoft Office proficiently, specifically Excel and Word
- Handling high volume of complex work; preparing a variety of materials and prioritizing work load.
- Communication, both verbal and written is vital, interpersonal skill as applied to interaction with personnel, co-workers, management, contractors, vendors and the general public.
- Tact, discretion, initiative and independent judgment within established guidelines to handle

emergency situations and problem solving while maintaining employee confidentiality.

ABILITY TO:

- Effectively present material either orally or in a written format.
- Establish and maintain an effective working relationship with fellow county employees, department heads, elected officials, county management, and the general public.
- Compile, organize, prepare and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or government regulations.
- Utilize and understand computer applications and techniques as necessary in the completion of daily assignments.
- Read, understand, and interpret Human Resources reports and documentation, testing materials, employment laws, and other related materials.
- Perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios.
- Analyze and resolve office administrative situations and problems.
- Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.

COMPLEXITY

The work consists of related administrative duties, record keeping and employment law. The volume of duties performed and time constraints contribute to the complexity of the work.

CONTACTS

- Contacts are typically co-workers, employees, supervisors, managers, Department Heads, County Officials, insurance carriers, medical providers, state/federal agencies, outside agencies, builders, contractors and the general public.
- Contacts are typically to coordinate work activities, give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide assistance to the Human Resources Director in all aspects of their responsibilities.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

Environmental Factors: The majority of the work is performed in an office, but periodically outside on County property, to promote and oversee promotional events. Fast paced, requiring dexterity and flexibility in handling a variety of functions simultaneously.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Human Resources Director assigns work in terms of general instructions. Completed work is spot-checked for compliance with instructions and procedures and the nature and propriety of the final results.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Certification in Human Resources or Associate's degree in Human Resources or a closely related field preferred.
- Three years of progressively responsible related experience in human services or administrative functions; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Experience with recruitment and on-boarding processes a plus.
- Superior attention to detail.
- Possess exceptional interpersonal communication, data entry and organizational skills.
- Skilled in operating modern office equipment and knowledgeable in office procedures and administrative methods.
- Microsoft Office proficient; especially Outlook, Excel and Word.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____