# HIGHLAND COUNTY
# DEPARTMENT OF JOB AND FAMILY SERVICES



**POSITION DESCRIPTION**

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|---|---|---|---|
| **Employee Name:** | | **Position Title:** | Shared Services Coordinator |
| **Unit or Office:** | | **Class Number:** | |
| **Position Control No.:** | | **Pay Level:** | F |
| **Reports to:** | Agency Director | **FLSA Status:** | Exempt |
| **Civil Service Status:** | Unclassified | **Employment Status:** | Full-time, 40 hours |
| **Agency Type:** | County | **Normal Working Hours:** | Agency Hours |
| **Position Status:** | Change | | |

## GENERAL DESCRIPTION:

Under general direction of the Agency Director, the Shared Services Coordinator oversees the day-to-day operational activities of human resources and the financial accounting processes and acts as a business partner and employee advocate.

## QUALIFICATIONS: **An example of acceptable qualifications**:

Associate's degree from an accredited college or university with major course work in Human Resources, Personnel Administration, Business Administration, or related field and five (5) years recent documented work experience in human resources activities such as , performance management, conduct and discipline, benefits, payroll, health and safety, training and development; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

## *PREFERRED QUALIFICATIONS:*

Associate's degree from an accredited college or university with major course work in Human Resources, Personnel Administration, Business Administration, or related field;

AND 3-5 years of progressive experience in JFS/local government administration; proficiency administering payroll software including RightStuff; proficiency administering invoicing software including VIP.

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:**

35% Oversees the human resources functions for the Agency; Assists with planning, directing, and coordinating human resources activities such as policies and procedures, compensation plans and payroll processing, benefits, recordkeeping, performance management, conduct and discipline, staffing, recruiting and selection, new hire orientation, sexual harassment and discrimination, health, safety and wellbeing, risk management, drug and alcohol testing; serves as an advisor and business partner to the Fiscal Officer and Director, managers, supervisors, and staff regarding human resources;

35% Handles operational financial activities such as: processes payroll and performs leave calculations; posts transactions to ledgers; reviews codes, processes invoices and receipts vouchers; maintains IV-E file; determines eligibility, reimbursement and ongoing case management; analyzes, prepares and reconciles expense reports; enters court documentation; complete financial/fiscal reports; assists with billing, procurement, and purchasing; administers the agency Random Moment Surveys (RMS).

15% Serves as agency technical point of contact (TPOC) and local security coordinator (LSC) assisting with system access, hardware installation and troubleshooting.

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10% Serves as employee advocate; advises on rights, benefits and privileges; investigates employee grievances and disputes; processes applications for ADA and FMLA and handles FLSA issues in compliance with federal, state, and local regulations; drafts responses and recommends appropriate action; oversees employee training, tracks training hours, and ensures licensures and credentialing are in good standing; processes separations, resignations, terminations, and retirements.

5% Perform other duties as assigned and needed; attend meetings and serve on committees; attend trainings; demonstrate regular and predictable attendance.

**MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)**

**Knowledge of:** County and departmental goals and objectives;* County and departmental policies and procedures;* government structure and procedures; generally accepting accounting principles; budgeting; interviewing; safety practices and procedures; labor market data and employment trends; Occupational Safety and Health Administration rules and regulations; Department of Labor rules and regulations; English grammar and spelling; records management; human resources management; employee training and development; personnel administration; Fair Labor Standards Act; employee benefits administration; supervisory principles and practices; workplace safety; office practices and procedures.

**Skill in:** Typing; data entry; word processing; computer operation; computer programs (e.g., Microsoft Office, DJFS specific software, etc.); adding machine or calculator operation; use of modern office equipment; motor vehicle operation.

**Ability to:** deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; understand most difficult classes of concepts; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and

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record figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; communicate effectively; understand a variety of written and/or verbal communications; handle sensitive inquiries from and contacts with officials and general public; conduct effective interviews; resolve complaints; develop and maintain effective working relationships; travel to and gain access to worksite.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**
Must possess a valid state of residency driver's license. Must remain insurable under the County's vehicle insurance policy.

**EQUIPMENT OPERATED:** **The following are examples only and are not intended to be all inclusive:**
Motor vehicle, personal computer, computer software, printer, copier, fax machine, postage machine, calculator, scanner, shredder, telephone, and other commonly utilized standard modern business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**
Employee ascends and/or descends ladders, stairs, or scaffolds; works in an area in which the means of egress is or can be obstructed; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possibly injury as a result of working with moving mechanical parts of equipment or machines; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; works second or third shift; exerts up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to

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move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**POSITIONS DIRECTLY SUPERVISED:**
None

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

_____ _____
(Signature of Appointing Authority/Designee) (Date)

_____ _____
(Signature of Employee) (Date)