

# OPEN FOR KENT COUNTY EMPLOYEES AND THE PUBLIC!

## PLEASE DO NOT REMOVE FROM THIS BOARD!

**DATE POSTED:** MAY 15, 2024  
**POSTED BY:** DANIELLE PATTERSON  
**CLOSING DATE/TIME:** MAY 31, 2024/5:00 P.M.

*All applicants must submit an up-to-date resume or application. We are located at 555 Bay Road, Dover, DE 19901; visit our website: [www.kentcountysde.gov](http://www.kentcountysde.gov). Please contact our office at 302-744-2310 or email us at [hr@kentcountysde.gov](mailto:hr@kentcountysde.gov)*

Department of Administration  
Human Resources Department  
Classified, GRADE 2116  
40 Hour Week  
\$23.66/hour

### HUMAN RESOURCES COORDINATOR

#### General Description

The purpose of this position is to perform administrative duties pertaining to hiring, benefits, payroll, retirement plans, and employee relations. Under leadership of the Human Resources Director, this position will serve as the front line for benefits and leave-related processes. This position works under general supervision, independently developing work methods and sequences.

#### Duties and Responsibilities

*The functions listed below represent most of the time spent working in this position. Management may assign additional functions as necessary.*

- Compiles data and prepares reports required by County, State and Federal Governments.
- Educates employees on HR policies and supports enforcement as necessary.
- Assists in the hiring process including conducting outreach, recruiting, interviewing, verifying work-history and references, and tracking of new possible candidates in HRIS system.
- Helps with onboarding including organizing employee orientation, creating new employee files, administering employee handbooks, and ensuring all paperwork is completed.
- Processes HR transactions.
- Provides training and supervision to the Human Resource Assistant.
- Organizes, maintains, and updates employee HRIS information.
- Acts as liaison with employee and benefit administrator when necessary.
- Tracks benefit plans, including health care, dental, retirement, Workers Comp, FMLA, etc.
- Ensures compliance with federal and state regulations including tax and labor laws.
- Maintains records and roster of retirees and deferred vested employees.
- Prepares materials and helps organize employee performance reviews.
- Executes all employee termination procedures, including advising employees on their rights and any benefits they are entitled to.
- Presents new or additional training materials to employees.
- Supports payroll processing.
- Manages digital timekeeping systems and/or manually collecting and reviewing timesheets
- Provides information and answers employee questions about payroll-related matters
- Fosters positive employee relations and work to solve any employee issues that surface.
- Ensures employee records are filed correctly and kept confidential.
- Complies with HR processes and current employment laws and regulations.
- Under the leadership of the HR Director, serves as a source of HR information answering routine employee questions.
- Reviews reports for accuracy and prepares corrective documentation as directed.
- Takes minutes at Human Resources Administration Board meetings and appeal hearings.

- Conducts research and assists the HR Director in completing surveys and special projects.
- Explains procedures, examination requirements, benefits, job duties to applicants.
- Supports the team-oriented and positive work culture in the HR Department and the organization.
- Maintains open and honest communication with members of the HR team.
- Performs related work as required.

**Minimum Education and Experience Requirements:**

High School diploma or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college and three (3) years of human resources experience or any equivalent combination of education and experience.

**Additional Requirements:**

Thorough knowledge of County personnel rules, policies and procedures; ability to explain basic application and personnel policies to employees and applicants; ability to obtain and compile information from a variety of sources; good knowledge of County benefit programs, insurance administration, and pension provisions; knowledge of the methods and techniques for eliciting and disseminating information in a confidential manner; ability to handle complaints and the public tactfully and in a courteous manner; ability to establish and maintain effective working relationship with applicants, employees, coworkers, supervisor, elected officials, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This is primarily a sedentary office classification although standing in and walking between work areas may be required.
- Occasionally lifting of objects up to 25 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person, before groups, and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator.
- Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Essential Functions are regularly performed without exposure to adverse environmental conditions.

**Notices:**

Kent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), Kent County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is an employment at-will position.