

**MONTCALM COUNTY**  
**COUNTY CONTROLLER'S OFFICE**  
**PERSONNEL OFFICER**

**Full-Time**

**\$19.71 - \$23.19 per hour**

General Summary

Under the supervision of the County Controller, performs a variety of functions related to the personnel and financial management programs. Assists in administering the personnel program, coordinates the insurance programs, and responds to inquiries related to the personnel and employee relations functions. Assists in preparing the County budget. Assists in the administration of County Risk programs.

Essential Functions

1. Assists in the preparation of the County Budget by supplying necessary wage information for all county departments, working with departments on the preparation of wage related expenditure estimates, assists in preparing budget manuals and final approved budget.
2. Researches and interprets collective bargaining agreements and personnel policies in order to respond to inquiries regarding overtime, shift differentials, holiday pay, and other personnel issues. Reviews all payroll time sheets for compliance with personnel policies and labor agreements and approves all relevant payroll changes.
3. Assists in administering the personnel program by drafting employee communications, drafting personnel forms, conducting employee orientations, conducting exit interviews, maintaining MIOSHA reporting requirements, responding to MIOSHA requests, and performing related functions.
4. Enrolls employees into fringe benefit programs and explains health insurance options and insurance benefits to employees. Responds to questions of employees regarding insurance coverages under the various options. Administers the requirements of COBRA.
5. Maintains official personnel records and ensures that relevant law and policy are followed. Enters documents to files and enters data to computer files. Updates and maintains employee vacation, sick, and compensatory leave records.
6. Researches issues related to insurances, such as denial of claims, including working with the insurance consultant, provider or insurance carrier or administrator.
7. Administers the FMLA Policy including recordkeeping.

8. Processes additions and deletions to employee insurance programs using BCBS MCS System and ensures that accurate records are kept so that correct premiums are paid. Verifies and authorizes payment of premiums.
9. Processes worker's compensation claims, includes explaining procedures and benefits, completing forms and submitting documentation to the carrier. Investigates claims including reviewing site, taking pictures and conducting interviews.
10. Assists in risk management of the County, includes interacting with third party carriers and administrators for health, worker's compensation and liability insurances.
11. Maintains all records for county liability, property, and worker's compensation insurance policies. Creates reports and completes surveys as required by the carrier.
12. Performs entire payroll function from start to finish for the County. Enters and reconciles payroll timesheets, enters changes to employee data files and pay files as needed. Sends, receives, and verifies accuracy of payroll. Creates and submits payroll voucher to be processed through accounts payable. Distributes paychecks to employees. Figures the year-end adjustments to W-2s.
13. Administers requirements of MERS employee retirement package by calculating the County's contribution in the form of a voucher to be processed for payment by accounts payable. Accesses MERS account on-line and distributes appropriate funds to appropriate employee retirement accounts.
16. Processes all insurance and benefit premium billings, both paper and on-line versions, for payment and submits voucher to accounts payable, adds and deletes employees to group policies when required, makes sure bills are paid on a timely basis to avoid cancellation of policy.

### **Other Functions**

17. None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

### **Employment Qualifications**

**Education:** Equivalent of an Associate's Degree with coursework in personnel administration and data processing.

**Experience:** Two years of experience in personnel and financial management, including some experience in administering insurance programs and some experience in a unit of local government.

**Other Requirements:** Possession of a valid Michigan Driver's License.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Ability to move and inspect computer terminals, printers and related equipment.

Ability to lift and carry boxes of computer paper and data binders.

Ability to access all County offices to provide data processing services.

**Working Conditions:**

Works in office conditions the majority of time but is required to visit all County locations.

Hours are Monday – Friday, 8:00 a.m. – 4:00 p.m.

Applications are available (online at [www.montcalm.org](http://www.montcalm.org) or outside the Controller's Office) and are due in the Montcalm County Controller's Office, 211 W. Main Street, PO Box 368, Stanton, MI 48888. Applications and resumes will be accepted until 12:00 p.m. on Friday, March 15, 2019. EOE