

Champaign County Job Description

Job Title: HR Associate

Department: County Executive

Reports To: HR Manager

FLSA Status: Non-Exempt

Prepared Date: December 2024

Pay Rate: F

SUMMARY Provides technical support and assistance on human resource functions of the county. Serves as a back-up to the Payroll Accountant and Insurance Specialist in the area of payroll and benefit processes.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supports the HR Generalist with comprehensive record keeping system with regard to all human resource regulatory compliance including EEO and ADA and maintain employee files and records in electronic and paper form.

Assists the HR Generalist in managing and maintaining the County's salary administration system for all positions, with the exception of the positions of the Regional Planning Commission.

Promote the employee wellness program and other human resources to support an efficient, healthy work environment at the County.

Serves as backup to the Insurance Specialist and the Payroll Accountant.

Coordinates and facilitates new employee orientation and other trainings as directed.

Organize employee and workplace events as directed.

Complete and submit required reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Excellent verbal and written communication skills.

Excellent interpersonal, negotiation, and conflict resolution skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills.

Ability to prioritize tasks and to delegate them when appropriate.

Ability to act with integrity, professionalism, and confidentiality.

Thorough knowledge of employment-related laws and regulations.

Proficient with Microsoft Office Suite or related software.

Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

EDUCATION and/or EXPERIENCE

An associate degree with a major in human resources from an accredited institution or equivalent combination of education and experience that would provide the above-noted knowledge, skills, and abilities.

PHYSICAL DEMANDS

This position has the physical capability requirements of the Department of Labor classification of Light Work.

These physical demands of this position require activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving, and carrying light objects, operating office equipment, and driving an automobile.

WORK ENVIRONMENT

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.