

Deputy Personnel Coordinator

Johnson County Government is seeking a full-time Deputy Personnel Coordinator for an in-person position in Franklin, Indiana.

Job duties include, but are not limited to:

Negotiating all County benefit plans, implementing benefit plans, and maintaining records of all agreements, contracts, and rates from third-party vendors.

Orienting and on-boarding all new hires, including entering all data in required systems. Maintaining personnel records, including updating and entering new/revised information on computer and filing forms.

Administering employee benefits programs, including distributing and providing information, assisting personnel with enrollment forms, entering data and deductions on computer, issuing insurance cards, and preparing and processing claims/vouchers.

Maintaining all records for employees utilizing COBRA, accepting payments and sending out Medicare notices as required by law.

Managing all short-term, long-term, and Family Medical Leave Act and serving as liaison with third-party vendor.

Maintaining current time records for all employees.

Assisting in the implementation of all open-enrollment, handbook, and benefit changes. Answering employee inquiries regarding policy, benefits, or payroll.

Organizing all meetings related to insurance open enrollment periods, wellness screenings, and incentive programs.

Managing and entering changes in health savings account contributions.

Maintaining all voluntary life applications, adding premiums and sending information to third party during open enrollment for underwriters.

Complying with state and federal reporting requirements.

REQUIREMENTS

A successful applicant will be at least 18 years of age and possesses a high school diploma or GED.

Thorough knowledge of Human Resource fundamentals and practices, including, but not limited to administering payroll, insurance, benefits, and employee relations is also required.

A successful applicant will also have:

Working knowledge of budget development and administration.

Working knowledge of Department and standard office policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, typewriter, department software and Internet, calculator, fax machine, copier, scanner, label maker, microfilm reader, County ID machine, telephone, and US and Indiana Department of Labor Codes.

Ability to plan and present public speaking presentations, workshops, and special events.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

The maximum annual compensation for this position is \$42,380.

Please submit resume by March 11, 2022 to athompson@co.johnson.in.us