



ROUTT COUNTY HUMAN RESOURCES OFFICE  
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**MEMORANDUM**

**TO:** Tom Sullivan, County Manager  
**FROM:** Kathy Nelson, Human Resources Director  
**DATE:** April 8, 2019  
**RE:** Request to hire the Human Resources Generalist/Benefits Administrator at Step 4 of the Pay Scale.

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This is a request to hire Tennille Connor at Step 4 of the HR Generalist I Pay Scale

**Education, certification and license requirements for this position include:**

- High school diploma or GED
- Specialized training in human resources, benefit administration, payroll and/or accounts payable processes.
- Five years of payroll and/or human resources experience.
- Public sector experience preferred.
- A combination of education, training, and experience, which provides the knowledge, skills and abilities required for the job, may be considered.
- Bachelor's degree in human resources, finance, or business and at least three years' experience working with HRIS systems, benefits administration, and accounts payable in the public sector preferred.

**Ms. Connor's education includes:**

A Bachelor of Science, Family Relations & Child Development

**Her work experience includes:**

- Eagle County Schools, Eagle, CO  
Human Resources Generalist/Admin. Support Specialist, December 2018 – Present  
Human Resources Specialist, April 2015 – May 2017  
Human Resources Support Specialist, February 2014 – May 2015
- Human Resources Assistant, Town of Avon, Avon, CO April 2018 – November 2018
- Payroll Manager/Benefits Specialist, Steamboat Springs School District, Steamboat Springs, CO  
May 2017 – April 2018
- Peak Dentistry, Edwards, CO  
Office Manager September 2012 – February 2014  
Receptionist Duties April 2007 – August 2010

In order to be considered to be hired above Step 1 a candidate must have a) equivalent experience of two to three years above the minimum requirement to be hired at Step 2, or equivalent experience of three to six years above the minimum requirement to be hired at Step 3; b) additional education above the minimum requirement to hire at Step 2 or Step 3; c) already obtained special training and certificates that are normally required to be obtained within a period of time after employment.

Ms. Connor meets all of the education and work experience to be hired at a Step 4. She has a B.S. and approximately 10 years of relevant experience; 7 years above the minimum requirement in the job description.

I recommend approval of hiring Tennille Connor at Step 4 of the HR Generalist I pay scale.

County Manager Comments: Ms. Connor has a B.S. which qualifies her to start at Step 2, and she has 5 years above the minimum years of experience 10-years vs 5-years of relevant experience. So Ms Connor needs qualifications to start at step 4 of the pay scale. I approve placing the request on the next available BCC Action Agenda and I recommend approval. TE 4-9-19

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# ROUTT COUNTY

**POSITION TITLE: HR Generalist/Benefits Administrator**

*Revised: March 2019 (Created)*

**FAMILY: Professional/Technical**

**DEPARTMENT: Human Resources**

**APPROVED: County Manager**

**SCALE: HR Generalist I**

**FLSA STATUS: Non-Exempt**

**DATE: March 12, 2019**

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## **SUMMARY OF POSITION:**

This position is responsible for Benefits Administration and Leave of Absence Programs such as FMLA and Worker's Compensation. Maintains and ensures HRIS is current and works closely with HR and Accounting teams in day-to-day operations. Must demonstrate sound problem solving, attention to detail, and customer service skills. Strong mathematical and analytical skills are required.

## **ESSENTIAL FUNCTIONS:**

- Administers all aspects of the County's benefits programs such as health and dental insurance, life insurance, accident insurance, long-term disability, flexible benefits, voluntary insurance programs, 1095C and 1094C forms and COBRA.
- Interacts internally with employees to answer questions, resolve problems and effectively communicate an understanding of the County's benefits and policies including Leave of Absence Programs.
- Liaison with vendors regarding County and employee issues and resolving complex problems.
- Works closely with HR and Payroll/Accounting teams to reconcile benefit/vendor invoices and process payments.
- Researches and resolves Benefits/HR/Payroll discrepancies in non-routine situations.
- Administers open enrollment, new employee benefit enrollment and employee qualifying life event changes.
- Provides employees separating from the County appropriate benefit information.
- Provides and conducts benefits and leave program education sessions on an ongoing basis.
- Ensures employee data is recorded timely and accurately into HRIS including benefits, annual salary increases and changes in employee status prior to each payroll cycle.
- Advises accounting payroll administrators on employee change of status'.
- Performs data queries and creates reports using HRIS database and Excel.
- Administers Leaves of Absence Programs and maintains related files and correspondence.
- Properly maintains employee personnel files: benefit/medical, employee status, compensation, as well as computerized files and databases and other miscellaneous files.
- Follows policies and procedures and assist with developing and administering process improvement to ensure effective departmental efficiency and compliance with federal, state and local laws related to Health and welfare benefits and Leave of Absence.
- May serve as a backup in recruitment and other HR programs and processes.
- Collects and compiles data for EEO reports and Affirmative Action Plan.

- Prepares and maintains correspondence, memoranda, spreadsheets and reports related to required filings.
- Completes benefit surveys.
- Maintains a general knowledge of current County operations.
- Responds to questions from employees and the general public regarding County policy, Human Resources operations, policies and procedures.
- Performs other assigned duties and/or special projects

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Business mathematics;
- Employee benefit administration;
- Operations and requirements of HRIS/Payroll systems;
- HIPAA, ERISA, FMLA, and other federal, state, and local laws;
- Standard office administration practices and procedures including recordkeeping and filing;
- County and Human Resources rules, policies and procedures and benefit contract provisions;
- Safety policies and safe work practices applicable to the work.

Skilled in:

- Microsoft Office products and other types of technology and programs, including, applicant tracking, spread sheets, and data bases;
- Using a computer keyboard and other office equipment accurately at a speed necessary to meet the requirements of the position.
- Gathering and reporting metrics and data as requested;
- Handling HIPAA and other confidential and protected information;
- Principles and practices of customer service and telephone etiquette.

Ability to:

- Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility;
- Explain various human resources department procedures to others clearly and accurately;
- Prepare clear, concise and accurate reports, correspondence and other written materials;
- Learn and keep up-to-date on County's human resources and benefit program, policies and procedures;
- Handle sensitive employee situations with compassion, tact and confidentiality.
- Work independently and exercise mature judgment.

## **MINIMUM REQUIREMENTS:**

High school diploma or GED plus specialized training in human resources, benefit administration, payroll and/or accounts payable processes. Five years of payroll and/or human resources experience. Public sector experience preferred. A combination of education, training, and experience, which provides the knowledge, skills and abilities required for the job, may be considered.

**DESIRED QUALIFICATIONS:**

Bachelor's degree in human resources, finance, or business. At least three years' experience working with HRIS systems, benefits administration, and accounts payable in the public sector.

**LICENSES AND CERTIFICATIONS:**

Valid Colorado Driver's License to operate a County vehicle.

**WORKING ENVIRONMENT AND PHYSICAL EFFORT:**

Work is performed primarily in an office environment. See accompanying Essential Job Function and Physical Demands Checklist.

**COMMUNICATIONS:**

Communicate regularly with County officials and employees. Some travel may be required for training. Communicate diplomatically with the public, vendors, other government officials and employees. Communicate effectively orally and in writing.

**ORGANIZATIONAL RELATIONSHIPS:**

Reports to the Human Resources Director. Incumbents may provide intermittent office coverage and/or back up the Human Resources Administrative Assistant in their absence.

**Position: HR Generalist I**      **Year: 2019**      **Market Midpoint 28.00**

(Created 2018 - Effective September 2018

(2019 - 3% across-the-board increase + 2019 step increase on DOM if eligible)

<b><u>STEP/LEVEL</u></b>	<b><u>HOURLY RATE</u></b>	<b><u>S/M SALARY</u></b>	<b><u>ANNUAL SALARY</u></b>
1	23.80	2,062.95	49,510.86
2	24.64	2,135.26	51,246.21
3	25.47	2,207.56	52,981.55
4	26.33	2,281.66	54,759.74
5	27.16	2,353.96	56,495.09
6	28.00	2,426.27	58,230.43
7	28.85	2,500.36	60,008.62
8	29.68	2,572.67	61,743.97
9	30.52	2,644.97	63,479.31
10	31.35	2,717.28	65,214.66
11	32.21	2,791.37	66,992.85