

DATE: MARCH 11, 2019

INS190022

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HUMAN RESOURCES GENERALIST 1
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
ADMINISTRATIVE SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: PREFERENCE WILL BE GIVEN TO APPLICANTS WHO HAVE EXPERIENCE PROCESSING PAYROLL IN WVOASIS. DUTIES: UNDER LIMITED SUPERVISION, PERFORMS ADVANCED LEVEL, PROFESSIONAL HUMAN RESOURCES WORK WITH OIC'S HUMAN RESOURCES UNIT. RESPONSIBILITIES WILL REQUIRE THE EMPLOYEE TO BE THE PAYROLL ADMINISTRATOR FOR 250 OIC EMPLOYEES. WILL HAVE SIGNATURE AUTHORITY FOR ALL PAYROLL FUNCTIONS, SPECIFICALLY BI-WEEKLY PAYROLL, INCREMENT, ANNUAL LEAVE PAYOUT, BENEFITS, LEAVE ATTENDANCE, RETIREMENT, AND ANY TRANSACTIONS AFFECTING PAYROLL WILL INTERPRET POLICIES AND RULES DEALING WITH PAYROLL AND LEAVES OF ABSENCE. WILL BE RESPONSIBLE FOR MONTHLY PAYROLL REPORTS. WILL MONITOR KRONOS TIMEKEEPING ISSUES ENSURING TIME IS ENTERED APPROPRIATELY FOR ALL EMPLOYEES. WILL RENDER DECISIONS RELATED TO LEAVES OF ABSENCES AND FAMILY AND MEDICAL LEAVE ACT (FMLA) REQUESTS AND TRANSACTIONS. PROCESS, REVIEW, AND MAKE CHANGES FOR PERSONNEL TRANSACTIONS FOR CURRENT EMPLOYEES, NEW HIRES, AND TEMP APPOINTMENTS. EMPLOYEE IS AGENCY LEAD FOR COMPASS RETIREMENT SYSTEM AND COMPLETION OF VERIFICATIONS FORMS FOR WAGES AND LEAVE. WILL ENTER FINANCIAL DOCUMENTS FOR PAYMENT OF WORKERS COMPENSATION INVOICES AND GENERATE REPORTS. ADMINISTER AGENCY LEAVE DONATION PROGRAM. ASSIST HR DIRECTOR WITH BUDGET REPORTS RELATED TO PERSONAL SERVICES AND EXPENDITURES. PERFORMS OTHER DUTIES AS ASSIGNED OR REQUIRED.
OASIS POSITION NUMBER: 0704P00035

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY.
SUBSTITUTION: CANDIDATES MAY SUBSTITUTE RELATED EXPERIENCE FOR THE REQUIRED EDUCATION

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AT THE RATE OF ONE (1) YEAR OF EXPERIENCE FOR THIRTY (30) SEMESTER HOURS OF EDUCATION.
EXPERIENCE: TWO (2) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL HUMAN RESOURCES, PAYROLL, BOOKKEEPING OR ACCOUNTING EXPERIENCE.

SUBSTITUTION: GRADUATE COURSEWORK FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY SUBSTITUTE FOR THE REQUIRED EXPERIENCE AT THE RATE OF ONE (1) YEAR OF EXPERIENCE FOR FIFTEEN (15) SEMESTER HOURS OF EDUCATION.

PROMOTIONAL ONLY: FOUR (4) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A HUMAN RESOURCES ASSOCIATE.

NOTE: A VALID DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 012 \$26,160.00 - \$48,396.00

DEADLINE: MARCH 22, 2019

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
OFFICES OF THE INSURANCE COMMISSIONER
900 PENNSYLVANIA AVENUE
CHARLESTON, WV 25302

PLEASE INCLUDE POSTING NUMBER INS190022 ON APPLICATION