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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: UNDER LIMITED SUPERVISION, PERFORMS FULL-PERFORMANCE LEVEL PROFESSIONAL PROFESSIONAL HUMAN RESOURCES WORK WITH THE HUMAN RESOURCES UNIT. RESPONSIBILITIES WILL REQUIRE THE EMPLOYEE TO BE THE PAYROLL ADMINISTRATOR FOR 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 VERIFICATION 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. PREFERENCE WILL BE GIVEN TO APPLICANT WHO HAS EXPERIENCE PROCESSING PAYROLL IN WVOASIS. PERFORMS OTHER DUTIES AS ASSIGNED OR REQUIRED.  
HRM POSITION 0704P00080

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY.  
SUBSTITUTION: CANDIDATES MAY SUBSTITUTE

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RELATED EXPERIENCE FOR THE REQUIRED EDUCATION  
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: JUNE 17, 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 INS190028 ON APPLICATION