

## Champaign County Job Description

**Job Title:** Budget & Human Resource Specialist

**Department:** Administrative Services

**Reports to:** County Administrator

**FLSA Status:** Exempt

**Grade Range:** J

**Prepared Date:** June 2014

**SUMMARY** Provides budget management and technical support in a wide array of applications of county government under the general supervision of the County Administrator.

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

Fund account support and management of debt service funds, capital project funds, Capital Asset Replacement Fund, Public Safety Sales Tax Fund, Public Health Fund, Workers' Compensation Fund and the General County budget within the General Corporate Fund.

Acts as account manager for county-wide Xerox contract, telephone services and vending services.

Purchasing policy support and services through processing and maintenance of purchase orders for all County Offices.

Monitors workers' compensation claims, maintains accounting functions and works with the County's third party administrator (TPA) in management of claims.

Manages payroll for County Board, Board of Review, VAC, ZBA, Nursing Home Board of Directors, and Public Aid Appeals.

Maintains salary administration file on all current County positions, position evaluations and present/past employees. Database includes County exempt and non-exempt, 13 bargaining units.

Assists in responding to market and salary survey requests to the County. Assists in gathering information necessary for County market survey needs and analysis of job class and county-wide market position. Calculates projected costs for market movement and performance compensation for all job classes.

Reviews department budget requests regarding personnel to assure requests are within budgeted amounts for requested positions or proposals for the upcoming year. Enters salary figures into department budgets and payroll system for new fiscal year.

Assists Job Content Evaluation Committee, documenting jobs, arranging meetings, note-taking and preparing recommendations for the County Board. Assists in projecting costs of bargaining unit negotiations at the direction of the County Administrator.

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Acts as a resource to County department heads regarding the administration of the County Salary Administration program.

Reviews position descriptions for accuracy and may make revisions as necessary.

Serves as backup to Insurance Specialist and Payroll Manager.

Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES** This position has no supervisory responsibilities.

**QUALIFICATIONS** to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Bachelor's Degree in accounting/business or related degree and five years of experience or equivalent combination of education and experience.

**LANGUAGE SKILLS** Ability to read and interpret documents such as bargaining unit contracts, County policies and procedures and wage/salary tables and projections. Ability to write routine reports and correspondence. Ability to speak effectively before managers, committee members, groups of customers or employees.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as interest, proportions, percentages and area. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and distance vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.