



CHAFFEE COUNTY GOVERNMENT Job Description

POSITION TITLE: HR Specialist
REPORTS TO: HR Director
CLASSIFICATION: Full-time
SCHEDULE: Monday – Thursday, 40 hours

DEPARTMENT: Finance
FLSA STATUS: Non-exempt
DATE: September 2026
LOCATION: Salida, County Admin Building

POSITION SUMMARY:

The Human Resources Specialist coordinates and administers HR programs and services across the employee life cycle, from recruitment and onboarding through ongoing employment and separation. The position provides payroll support and assists with accounting tasks. As part of a small HR department, the HR Specialist responds to employee and supervisor inquiries, adapts to changing priorities throughout the day, and keeps recurring deadlines and projects on track. The HR Specialist handles sensitive information with discretion, applies County policies, and refers complex or sensitive matters to the HR Director. The Specialist promotes the County's values through professional, responsive service and continues to develop skills across HR disciplines.

In the event of a local emergency due to an actual or threatened disaster, County employees may be required to provide services during the emergency and for a subsequent period of assessment and recovery.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify, change or add duties or essential functions of this job at any time, with or without advance notice.

Recruitment, Onboarding, and Employee Support

- Coordinate recruitment administration, including posting positions, tracking applications, scheduling interviews, communicating with candidates, and preparing hiring documentation.
- Conduct new hire orientations and coordinate onboarding activities to help employees understand County policies, benefits, and required procedures.
- Respond to routine employee and supervisor questions about HR processes and policies; seek guidance on complex or sensitive matters.

Benefits and Employee Programs

- Administer routine benefits processes, including enrollment changes, employee communications, records, and coordination with benefit providers.
- Set up and administer annual open enrollment, including system preparation, materials, employee assistance, and review of enrollment data.
- Coordinate workers' compensation administration, including claim documentation, communication, and required follow-up.
- Coordinate occupational testing, including drug screening and testing for the County's CDL program; collect specimens, submit them to the laboratory, maintain tracking and required documentation, and communicate with the third-party administrator.

HR Records, Systems, and Compliance

- Maintain accurate, confidential personnel records and employee information in the HRIS, including entering new hire data and updating employee data; review data integrity and research and correct routine discrepancies.
- Assist with the administration of employee separations, including preparing documentation, updating HRIS and personnel records, and coordinating required notifications and

offboarding activities.

- Track required HR activities, deadlines, and metrics; prepare reports and support compliance with employment laws, regulations, and County requirements.
- Assist with interpreting and consistently applying County policies and procedures; communicate requirements clearly and resolve routine questions.
- Protect sensitive employee information and use sound judgment when handling confidential matters.

Payroll, Finance, and Projects

- Assist with payroll processing and related administrative tasks and serve as backup to payroll as assigned to support accurate and timely employee pay. Maintain working knowledge of payroll procedures, systems, and deadlines through cross-training and periodic participation in payroll activities.
- Provide accounting support as assigned by the Finance Director, including reviewing general ledger entries for accuracy, researching discrepancies, and assisting with other accounting tasks.
- Complete assigned HR projects and activities, including compliance reporting, year-end activities, process improvements, and records review.

Organizational Support and Professional Development

- Answer telephone calls and respond to in-person inquiries from employees and members of the public.
- Coordinate employee training sessions, prepare materials, and assist with developing presentations on County policies, employee handbook topics, and other HR subjects.
- Promote a positive, respectful organizational culture through professional, empathetic communication.
- Develop knowledge and skills across HR disciplines through training, professional development, and assigned work, including assisting with leave of absence administration and employee relations, under guidance.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Basic knowledge of federal, state, and local employment laws and regulations applicable to HR responsibilities.
- Knowledge of human resources practices and administrative processes, including recruitment, onboarding, benefits, personnel records, workers' compensation, and employee separations.
- Knowledge of basic payroll processes, time and attendance practices, payroll deductions, and related recordkeeping, as well as basic accounting principles applicable to assigned finance support duties.

Skills

- Strong organizational skills and attention to detail when maintaining records, processing transactions, tracking deadlines, and managing competing priorities.
- Clear and professional verbal and written communication.
- Customer service and relationship-building skills, including the ability to respond with empathy.
- Skill in remaining calm in challenging situations and effectively de-escalating concerns or conflicts.
- Skill in researching requirements, reviewing information for accuracy, identifying discrepancies, and preparing HR reports.

- Proficiency with Google Workspace, Microsoft 365, HR and payroll systems, and databases, including data entry and records maintenance; skill in operating standard office equipment.

Abilities

- Maintain confidentiality and exercise discretion and sound judgment when handling sensitive employee information.
- Interpret and consistently apply County policies and procedures; recognize when additional guidance is needed.
- Analyze problems, identify appropriate next steps, and seek guidance on complex or unfamiliar matters.
- Promote a positive, respectful organizational culture through professional conduct and responsive, courteous interactions with others.
- Work independently across a broad range of HR responsibilities; learn unfamiliar processes, respond to changing priorities and time-sensitive requests throughout the day, and keep scheduled work on track.
- Safely operate a motor vehicle.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Two (2) years of progressively responsible human resources experience that includes administrative work in more than one HR function such as recruitment, onboarding, benefits, personnel records, or HRIS administration.
- Experience supporting payroll activities, such as reviewing time and attendance records or entering payroll data and performing basic accounting tasks.
- Valid driver's license with acceptable motor vehicle record.

PREFERRED EDUCATION AND EXPERIENCE:

- Associate's degree or higher in human resources, business administration, accounting, or a related field.
- SHRM or HRCI certification.
- Experience processing payroll using an integrated HR/payroll or enterprise resource planning (ERP) system, such as Tyler Technologies/Munis or a comparable system.
- Experience performing accounting duties, including reviewing general ledger entries, researching discrepancies, and reconciling accounts.
- Experience working in a public sector organization.

PHYSICAL REQUIREMENTS:

- Sit and/or stand at a desk or workstation for extended periods while performing computer and administrative tasks.
- Frequently operate a computer, keyboard, telephone, and standard office equipment, including repetitive hand, wrist, and finger movements.
- Frequently handle documents, personnel records, and other office materials.
- Move throughout the workplace to access work areas, records, and equipment, including using stairs as needed.
- Occasionally reach, bend, stoop, crouch, kneel, push, and pull.
- Occasionally lift and carry files, office materials, and equipment weighing up to 25 pounds.
- Communicate in person, by telephone, and through digital platforms; read printed and electronic information.
- Operate a motor vehicle for work-related travel as needed.

ENVIRONMENTAL CONDITIONS:

Most duties are performed in an indoor, climate-controlled office environment. The employee may be exposed to noise and other routine conditions associated with office equipment and shared

workspaces. Occasional travel between County facilities and other work locations may involve exposure to seasonal weather conditions. Work outside normal business hours may occasionally be required to meet HR, payroll, and year-end deadlines.

EQUAL OPPORTUNITY EMPLOYER

Chaffee County is an equal opportunity employer (EOE). Employment decisions are based on business needs, job requirements, and individual qualifications without regard to race, color, national origin, ancestry, creed, age, marital status, religion, the presence of a medical condition or disability, veteran status, political affiliation, sex, sexual orientation, pregnancy status, gender identity, gender expression, genetic information, or any other legally protected status.

Job Acknowledgement

I understand that the job description is intended to describe the essential duties and requirements of the work to be performed and that it is not an exhaustive list of all duties, skills, and responsibilities associated with the position. It does not constitute a written or implied contract of employment. If I have questions, I will seek clarification from my supervisor.

I have received, read, and understand the essential job duties, responsibilities, and expectations outlined in the job description for this position.

Employee Printed Name:

Date Signed:

Employee Signature:
