



**Three Rivers District Health Department is seeking a self-motivated, detail-oriented, and proactive Human Resource Administrator to join our team in Owenton, KY.**

**General Duties:** In this role, you will support various HR functions, including recruitment, employee relations, time and benefits administration, payroll, and compliance with the Administrative Regulations for Health Departments issued by the Department for Public Health. The ideal candidate will have excellent communication skills, a strong understanding of HR practices, and strong analytical skills.

**Key Responsibilities:**

- Receives, reviews and audits time distribution reports from employees
- Generates payroll checks and verifies against master listing of personnel records and approved actions
- Initiates personnel actions through the automated network
- Works with management team to arrange recruitment advertisements
- Prepares monthly benefit payments involved in payroll deductions and makes adjustments as needed
- Prepares appropriate payroll and other reports requested by Director
- Maintains employee records
- Advises and consults with employees regarding personnel questions and assists in the preparation of the agency budget using payroll/personnel information
- Analyzing issues and data for the purpose of resolving classification, compensation, performance and organizational assessment issues
- Facilitating the resolution of internal and external human relations issues and employee grievances
- Conducting investigations into allegations of discrimination or harassment
- Employee disciplinary matters and making recommendations based on findings
- Administering worker's compensation and/or employee benefits programs
- Approving employee transactions for payroll processing and providing policy guidance and information to management and employees

**Preferred Education, Training, or Experience:** 1-3 years of experience in human resources or bachelor's degree (preferred).

**Starting salary:** Salary is commensurate with education and experience. Excellent fringe benefits and many opportunities for growth.

**Applications:** Contact Three Rivers District Health Department, 60 Old Monterey Rd., Owenton, KY 40359, (502) 484-3412 or [www.trdhd.com/jobs](http://www.trdhd.com/jobs)

**Equal Opportunity Employer**