



ASHTABULA COUNTY BOARD OF COMMISSIONERS INSIDE/OUTSIDE JOB POSTING

Job Title: Human Resources Specialist
Department: Human Resources – Board of County Commissioners
Immediate Supervisor: Human Resources Director
Salary Range: \$53,945.63 – \$72,841.60 annually (Pay Grade 11). Starting compensation will be determined based on the candidate’s qualifications, experience, and overall alignment with the needs of the Department. A comprehensive benefits package is included.

POSITION OVERVIEW

The Ashtabula County Board of Commissioners is seeking a highly organized, detail-oriented professional to serve as Human Resources Specialist within the Human Resources Department. This position serves as the primary operational support role for Human Resources and is responsible for coordinating employee benefits administration, workers’ compensation and risk processes, payroll-related review, recruitment support, employee communications, and related personnel functions. The ideal candidate will demonstrate strong organizational and communication skills, attention to detail, sound judgment in handling confidential information, and the ability to successfully manage multiple priorities in a fast-paced environment. The Human Resources Specialist works closely with the Human Resources Director to support county-wide human resource operations while helping ensure employees receive timely, accurate, and professional service.

KEY RESPONSIBILITIES

- Administer employee health, dental, vision, life, and related benefit enrollments, qualifying life event changes, terminations, COBRA coordination, and insurance-related documentation.
- Serve as a point of contact for employee benefit-related questions.
- Assist with payroll review and processing, including leave balances, benefit deductions, pay coding, and personnel-related payroll transactions to ensure accuracy and compliance with deadlines.
- Coordinate CORSA-related property, liability, vehicle, injury, and related claims and maintain required documentation and tracking.
- Coordinate recruitment activities including job postings, applicant communication, scheduling interviews, and preparation of recruitment documentation.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Associate degree in human resources, business administration, or related field; or equivalent progressively responsible experience in human resources, benefits administration, workers’

compensation, payroll, insurance administration, risk management, or related field; or a combination of education, training, and experience which provides the required knowledge, skills, and abilities.

Preferred Experience: Candidates with experience in employee benefits administration, payroll processing/review, workers' compensation claims administration, insurance coordination, or human resources administration are strongly preferred.

LICENSURE REQUIREMENTS

Must possess and maintain a valid State of Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

The successful candidate must pass a post-offer drug screen, physical examination, and BCI fingerprint background check.

TO APPLY

Submit resume and cover letter to: hr@ashtabulacounty.us

NO PHONE CALLS PLEASE

EQUAL OPPORTUNITY EMPLOYER

Ashtabula County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other status protected by law. Reasonable accommodations are available for qualified individuals with disabilities in accordance with applicable law.

Ashtabula County is a Drug-Free Workplace

www.ashtabulacounty.us