

This position will report to the Director of Administration and is the lead for managing employees throughout their employment lifecycle, from hiring and onboarding to compensation, benefits, and ultimately separation. This position works with the County Attorney's Office management and the county's Human Resources to maintain this office's complement report, organization report, support the budget process, and coordinate the office's hiring processes. Additionally, this position will supervise and support this office's payroll and benefit person to ensure accurate and timely payments to employees, accurate personnel and payroll records for County Attorney Office's employees and while maintaining compliance with relevant laws and regulations. This position is responsible to respond to internal requests for benefits related information and implement personnel policies and procedures in accordance with state and federal law, and county labor contracts.