

CITY OF EDEN
POSITION ANNOUNCEMENT
Position: Full-Time **Personnel Specialist I-II**

Issue Date: 3/25/26

Closing Date: 4/1/26

DOQ and Certification

Salary Range: \$48,328 - \$89,454

Special Requirements

City of Eden Application

Pre-Employment Drug Screen

Valid NC Driver License

EDUCATION AND EXPERIENCE

- Graduation from high school supplemented with business courses and considerable personnel experience; or an equivalent combination of training and experience. Applicants with Local Government Experience are preferred.

ESSENTIAL JOB FUNCTIONS

- Orients new employees to the City's benefit package, workers compensation program, and personnel policies.
- Completes employment verifications verbally and in writing.
- Answers departmental telephone; provides employment and personnel-related information to callers.
- Assists employees in resolving health insurance problems.
- Maintains all personnel records/files and administers all aspects of the Personnel Ordinance.
- Assists the Director of Finance and Personnel in personnel related matters.
- Implements personnel policies and procedures.
- Serves as the liaison for the Director of Finance and Personnel on various committees where input from the Human Resources Division is necessary.
- Administers the City's wellness program.
- Assists in the initial interviewing of applicants, scheduling interviews, appraising their qualifications, and making recommendation to the Director of Finance and Personnel regarding qualified candidates.
- Performs a variety of periodic special reports and assignments
- Coordinates annual employee appreciation programs.
- Maintains OSHA files and prepares OSHA reports.
- Assists with exit interviews.
- Handles the preparation of all job notices, advertisements, and the selection process.
- Experience in understanding and processing payroll for a Local Government preferred.

Complete Job Description and Employment Application Available at:

<https://www.edennc.us>

Eden City Hall, 308 E. Stadium Drive, Eden, NC

The City of Eden is an Equal Opportunity Employer

EEO/M/F/V/H