



## **HUMAN RESOURCES MISSION**

The Human Resources Department envisions Iredell County as an “Employer of Choice,” one that provides a positive work environment and values the knowledge, talents, skills and abilities of employees as they work toward accomplishing the County's mission. With over 900 full-time employees, Iredell County employees are the organization's most valuable resource. The Human Resources Department seeks to provide innovative solutions to workplace issues to optimize the workforce and support the County's strategic goals and objectives.

### **The Human Resources Department has expertise in the following areas:**

- Compliance with State, Federal and Local Regulations
- Benefits and Wellness
- Recruitment and Compensation
- Employee Relations
- Training and Organizational Development, Employee Recognition and Appreciation
- Safety and Workers Compensation

### **OTHER ITEMS OF INTEREST**

Iredell County Personnel Ordinance can be located on our website at [www.co.iredell.nc.us](http://www.co.iredell.nc.us).

- Employees have access to MUNIS Employee Self Service. This is available on the County's website. At the bottom of the home page, click on Employee Access, click on the MUNIS Employee Self Service link. The User ID is first name initial, last name spelled out and the last four digits of your social security number (example: jdoe1234). The temporary password is the last four digits of your social security number.
- The County Newsletter is accessible on the website under Employee Access. User ID is Iredell and Password is Staff. Check the box for “remember my credentials” so that you do not have to log in every time.

### **Human Resources Contact Information**

HR Fax: 704-832-2355

#### **Sandra Gregory, Human Resources Director**

Phone #: 704-878-3128

E-mail: [sgregory@co.iredell.nc.us](mailto:sgregory@co.iredell.nc.us)

Plans, organizes, directs and participates in difficult administrative and professional work in managing the Human Resources Department, Wellness Program and On-site Wellness Clinic, Workers Compensation and the County's Safety Program.

#### **Theresa Patton, Assistant Human Resources Director**

Phone #: 704-878-3056

E-mail: [theresa.patton@co.iredell.nc.us](mailto:theresa.patton@co.iredell.nc.us)

Responsible for directly managing the HR staff on a daily basis. On behalf of the Human Resources Director, position is responsible for approving all payroll transactions, investigating workplace harassment complaints, assists with complaints/issues/grievances and policy interpretation. Conducts exit interviews and maintains reporting of exit interview results and distributes as necessary. Processes all unemployment claims and EEOC charges. Serves as the ADA Coordinator. Assists with New Manager training, Leadership Development Training, and Employee Personal Development Training. Assists the Human Resources Director with other tasks as needed and serves as the Human Resources Director in the absence of the Director.

**Karen Williams, Human Resources Analyst**

Phone #: 704-928-2026  
E-mail: [kwilliams@co.iredell.nc.us](mailto:kwilliams@co.iredell.nc.us)

Responsible for salary surveys, benefit surveys, and salary studies. Responsible for the administration of Performance Evaluations and Merit Increases/Bonuses. Serves as the HR Department's Special Projects person. Responsible for all aspects of Recruitment & Selection to include, but not limited to, position reclassifications and creation of new positions, posting vacancies, attending job fairs, working directly with Directors to expand recruitment needs as necessary, screening job applications, etc. Ensures job descriptions are maintained up-to-date. Responsible for HR Month End Reporting. Responsible for processing new position and reclassification request during budget season and throughout the year as needed.

**Jackie Craven, HR Specialist - Payroll**

Phone #: 704-878-3057  
E-mail: [jackie.craven@co.iredell.nc.us](mailto:jackie.craven@co.iredell.nc.us)

Processing of new hires, terminations, promotions, demotions, reclassifications, transfers, taxes, and any other HRIS/Payroll transaction as it relates to an employee's information in MUNIS. Handles the purchasing for HR's office supplies. Handles the onboarding process for new hires. Oversees the County's Safety Program under the direction of the Human Resources Director. Coordinates, conducts, and organizes safety audits, safety training, safety policy revisions, etc. Responsible for the Maintenance of I-9's and entering driver's license into MUNIS.

**Latoya Peterson, HR Benefits Specialist**

Phone #: 704-878-3067  
E-mail: [latoya.peterson@co.iredell.nc.us](mailto:latoya.peterson@co.iredell.nc.us)

Serves as the primary contact for benefits questions, issues, etc. Handles the administration of employee benefits such as health, dental, vision, and life insurance, and voluntary benefits, etc. Oversees the New Employee Orientation process. Enters benefit deductions into MUNIS and on benefit sites. Handles name changes, address changes, and qualifying life events. Prepares letters for transfers of sick and vacation accruals to another governmental agency. Serves as the primary contact person for preparation of the open enrollment process and oversees the entire process. Administers FMLA, shared leave, and LWOP. Reconciles insurance billing statements and submits bills for payments. Processes all retirements and maintains monthly retiree health insurance billing. Responsible for the annual Service Awards Banquet. Responsible for the United Way campaign.

**Justin Palmer, HR Assistant**

Phone #: 704-878-3000  
E-mail: [justin.palmer@co.iredell.nc.us](mailto:justin.palmer@co.iredell.nc.us)

Answers the main County phone. Processes mail for County departments. Responsible for greeting and assisting visitors for the Government Center. Maintains employee personnel and HIPAA files. Responsible for the Conditional Offer of Employment process for potential new employees. Prepares employee badges. Serves as the County's Bereavement Coordinator. Assists with the preparation of the County Health Fair, Blood Drives, HRA's, Service Awards Banquet, and United Way activities. Serves as the back-up with pre-screening applications. Coordinates the employee discount ticket program. Responsible for completing verifications of employment and reference verifications. Responsible for the outside employment process. Enters Training in MUNIS. Processes Actions in TCM. Responsible for County Newsletter. Serves as the Human Resources Department's clerical support based on individual needs. Responsible for the Random Drug Testing Program. Serves as the Webmaster for the Department webpage. Assist with minor payroll transactions such as direct deposit changes, tax changes, salary changes, etc.

**Sarah Williams, Wellness Program Manager**

Phone #: 704-832-2329  
E-mail: [swilliams@co.iredell.nc.us](mailto:swilliams@co.iredell.nc.us)

Develops, monitors, and evaluates a variety of Wellness Programs offered to County employees for the purpose of promoting healthy lifestyles. Processes payroll deductions in MUNIS for wellness program discounts. Serves as the County's Health Fair and Blood Drive Coordinator. Responsible for the maintenance of the Wellness Library. Oversees the Employee Wellness Clinic and the Health Risk Assessment process.