



## **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.

#### **Teddy Boller, Assistant Human Resources Director**

Phone #: 704-878-3056

E-mail: [tboller@co.iredell.nc.us](mailto:tboller@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. Handles purchasing for HR office supplies. 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.

**Jackie Craven, Safety Specialist**

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

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.

**Karen Williams, Human Resources Analyst**

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

Responsible for the Recruitment & Selection process to include creating new positions, position reclassifications, posting vacancies, screening applications, attending career fairs, and when necessary, working with Department Directors to expand recruiting efforts. Responsible for the Pay & Classification to include salary studies and salary surveys. Maintains job descriptions making revisions as needed. Responsible for the administration of Performance Evaluations and Merit Increases/Bonuses. Responsible for the HR Month End Turnover Report. Serves as the HR Department's Special Projects person. Serve as a back-up to other positions in HR.

**Melinda Hill, HR Specialist - Payroll**

Phone #: 704-878-3043  
E-mail: [melinda.hill@co.iredell.nc.us](mailto:melinda.hill@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 onboarding process for new hires. Responsible for the Maintenance of I-9's and entering driver's license into MUNIS. Serves as the back-up to other positions in Human Resources as needed.

**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, and issues. Handles the administration of employee benefits. Enters benefit deductions into MUNIS and on benefit sites. Oversees the New Employee Orientation process. Handles name and address changes, and Qualifying Life Events. Prepares letters for transfers of sick and vacation accruals to another Governmental Agency. Serves as the primary contact and oversee the Open Enrollment process. Administers FMLA and Shared Leave. Processes all retirements and maintains monthly retiree health insurance billing. Serves as the County Representative for Services Awards, and the United Way. Reconciles insurance billing statements for payment. Serves as the back-up to other positions in Human Resources.

**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 all County Departments. Prepares employee badges. Administers the Random Drug Testing Program. Processes for Direct Deposit and Tax Changes. Reconciles gym membership billing. Responsible for the Conditional Offer of Employment Process for new employees, acts as liaison with CivicHR, the back-up in screening of applications. Maintains personnel files and completes Employment Verifications and Reference Checks. Serves as the Bereavement Coordinator; as well as Coordinate the Employee Discount Ticket Program. Maintains the Candidate Referral Bonus Program and the Outside Employment Process. Enters training into MUNIS. Processes Actions in TCM. Assists with the preparation of the County Health Fair, the County Service Award Breakfast, Blood Drives, HRA's, and United Way activities. Travels to other Departments for visits to provide HR representation. I create and publish the County Newsletter. Provides additional support to the Human Resources Staff as needed.

**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.