

Human Resources Contact Information

200 South Center Street Statesville, NC 28677

Main Number: 704-878-3000

Fax: 704-832-2355

Wellness Clinic: 704-878-3065

Risk Management: 704-832-2329

Safety: 704-878-3057

Sandra Gregory, Human Resources Director

Phone #: 704-878-3128

E-mail: sgregory@co.iredell.nc.us

Plans, organizes, directs and participates in difficult administrative and professional work in managing the Human Resources Department and Human Resources functions throughout the County, the County Wellness Program, On-site Employee Wellness Clinic, and the County's Risk Management Program. Conducts all Exit Interviews. Responsible for New Manager Orientation Training, Leadership Development Training, Employee Personal Development Training, etc.

Sarah Williams, Assistant Human Resources Director

Phone #: 704-878-3056

E-mail: swilliams@co.iredell.nc.us

Responsible for directly managing the HR staff on a daily basis. On behalf of the Human Resources Director, this position is responsible for approving all payroll transactions, investigating workplace harassment complaints, assisting with complaints/issues/grievances and policy interpretation. Processes all unemployment claims and EEOC charges. Serves as the ADA Coordinator. Assists the Human Resources Director with other tasks as needed and serves as the Human Resources Director in the absence of the Director. Processes all retirements.

Karen Johnson, Human Resources Analyst

Phone #: 704-928-2026

E-mail: karen.johnson@co.iredell.nc.us

Responsible for salary surveys, benefit surveys, Pay & Classification Studies and Salary Scale Adjustments. Responsible for the administration of Performance Evaluations, and Merit Increases/Bonuses. Ensures job descriptions are up-to-date. Responsible for HR Month End Reporting. Processes all invoices and ordering of supplies for the Department. Administers the County's Random Drug Testing Program. Provides overall operational training and day-to-day guidance to HR staff as needed. Serves as the Lead role in Human Resources providing training to staff and serves as the HR Department's quality control coordinator.

Shasta Thao, HR Payroll Specialist

Phone #: 704-878-3067

E-mail: shasta.thao@co.iredell.nc.us

Processing of new hires, terminations, promotions, demotions, reclassifications, transfers, taxes, direct deposits, Garnishments, and any other HRIS/Payroll transaction as it relates to an employee's information in MUNIS. Maintains records of certification increases for departments. Handles the maintenance of I-9's. Makes employee name changes in MUNIS and with benefit carriers.

Jennie Taylor, HR Recruitment Specialist

Phone #: 704-928-2408

E-mail: jennie.taylor@co.iredell.nc.us

Responsible for the United Way campaign. Responsible for all aspects of Recruitment & Selection to include, but not limited to: posting vacancies, attending job fairs, working directly with Directors to expand recruitment

needs as necessary, screening job applications, etc., handles the Employee Referral and New Hire Sign On Bonus Programs. Serves as the Webmaster for the Department webpage.

Bobbie Wraight, HR Benefits Specialist

Phone #:704-878-3043

E-mail: bobbie.wraight@co.iredell.nc.us

Serves as the primary contact for employees with benefit questions, issues, etc. Handles the administration of employee benefits such as health, dental, vision, and life insurance, and voluntary benefits, etc. Conducts the New Employee Orientation. Enters benefit deductions into MUNIS and on benefit sites. Handles name changes, address changes, and qualifying life events. Handles annual Open Enrollment. Administers FMLA, shared leave, and LWOP. Reconciles insurance billing statements and submits bills for payments. Maintains monthly Retiree Insurance billing.

Karen Jenkins, HR Generalist

Phone #: 704-878-3000

E-mail karen.jenkins@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. Responsible for completing verifications of employment and reference verifications. Responsible for the outside employment process. Responsible for the monthly County Newsletter. Serves as the Human Resources Department's administrative support based on HR Staff needs. Responsible for the annual Service Awards Banquet. Prepares letters for transfers of sick and vacation accruals to another governmental agency. Process all requests to carry concealed weapon to work. Assists with wellness communications and tracking of wellness requirements.

Melissa Poteat, Risk Management/Wellness Manager

Phone #: 704-832-2329

E-mail: mpoteat@co.iredell.nc.us

Develops, monitors, and evaluates a variety of Wellness Programs offered to County employees for the purposes of promoting healthy lifestyles. 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. Serves as the County's Risk Manager processing and overseeing work related injuries, property & liability claims, automotive claims, and the Safety Program.

Joshua Smith, Safety Officer

Phone #: 704-878-3057

E-mail: Joshua.smith@co.iredell.nc.us

Performs specialized administrative work to provide training and develop policies to ensure occupational safety and health law compliance. Work involves inspecting work areas, conducting training, investigating accidents, and developing and monitoring compliance with policies and procedures related to OSHA regulations for all departments within the County.