

ADMINISTRATION DEPARTMENT

General Information

County Manager: Hal C. Johnson (Since December 2014)
 Assistant County Manager/ Finance Director: Will Massie
 Location: 2nd Floor County Office Building, 725 McDowell Road, Asheboro,
 NC 27205

Phone Numbers: Main Number: 318-6300
 Clerk to the Board: 318-6301
 Finance: 318-6611
 Legal: 318-6603
 Human Resources: 318-6600
 Purchasing: 318-6304
 Safety & Training: 318-6619

Mission

To oversee the implementation of public policy as determined by elected officials. This involves operational support to all County departments as well as coordination with federal and state agencies and local organizations.

Summary

This department coordinates the efforts of the entire organization by implementing the directives and policies of the Board of County Commissioners. It is responsible for providing administrative and clerical support to the Board, coordinating department activities, managing the organization's finances, administering personnel services, and providing legal assistance. This department also works closely with federal, state and local agencies and serves as a liaison between the County and the citizens.

Service Areas

Clerk to the Board
 County Management
 Budget Management
 Finance
 Purchasing
 Legal
 Human Resources, Safety, Training, and Wellness

Service Area: Finance

Mission

To conduct the County's financial affairs in accordance with the Local Government Budget and Fiscal Control Act and other laws and regulations, in support of the organization's service objectives and responsibilities to the citizens of Randolph County.

Summary

Finance is responsible for compliance with the Local Government Budget and Fiscal Control Act and other North Carolina General Statutes, and federal laws and regulations that promote conservative fiscal practices. It is also responsible for the collecting and disbursing of County resources and recording these transactions in the accounting system, including remitting vendor payments and disbursements to other organizations. Monthly property tax collections are also remitted to nineteen fire districts, two special school districts, and eleven municipalities.

Finance prepares compensation to County employees twice a month. Withholding taxes, retirement contributions, insurance premiums, and related payroll items are remitted. Required payroll reports are filed when due.

Finance personnel prepare financial reports for internal management purposes as well as for federal and state grantor agencies. Finance staff reviews grant expenditures and prepare reimbursement requests for eligible costs. Finance monitors departmental transactions for compliance with various County financial policies,

State law requires all governments to be audited annually. Finance prepares the financial statements and assists independent auditors by providing a variety of schedules and other data. The Government Finance Officers Association has awarded Randolph County a Certificate of Achievement in Financial Reporting every fiscal year since 1989. This service area has 8.24 full-time allocated positions and 1 part-time allocated position.

Service Area: Human Resources, Safety, Training and Wellness

General Information

Human Resources Director: Jill Williams (2014)
 Location: Randolph County Office Building, Second Floor
 725 McDowell Rd., Asheboro, NC
 Phone: Human Resources Main 336-318-6600

Human Resources has been a county function since 1982. Past and present Directors include:

1. Hal Scott, Sr.: 1990 - 1994
2. Hal Scott, Jr.: 1994 - 1999
3. Kim Newsom: 1999 - 2009
4. Stacy Griffin: January 1, 2010 – September 5, 2014

Mission

To provide and administer human resources services for Randolph County Government consistent with federal, state, and local regulations, including administration of all policies, recruitment and selection, employee records, benefits, classification and pay, risk management, training, and wellness.

Summary

Human Resources maintains all employee records and files; advertises, screens, and refers qualified candidates for vacant positions; administers the employee benefit package including hospitalization, retirement, life, dental, cancer, accident, deferred compensation, etc.; maintains the classification and pay plan; conducts salary surveys; and processes all human resources status forms and time sheets in order to meet payroll deadlines, and manages the County's wellness program. In addition, Human Resources consults with department heads and supervisors concerning County policy, legal issues, and disciplinary actions. Human Resources ensures compliance with FMLA, FLSA, OSHA, ADA, etc. Information concerning employment opportunities, pay, and policies are maintained on the County website. Employees and supervisors are provided training on policies and procedures including performance evaluation, Unlawful Workplace Harassment / Discrimination, diversity, workplace violence, FMLA/FLSA/ADA compliance, etc. New Employee Orientation sessions are conducted to educate the employee on County policies and risk management plans and procedures.

Risk Management oversees OSHA regulatory compliance and reporting. Additional activities include completing and analyzing auto, property and workers' compensation and accident reports to reduce risks, as well as on-site inspections, safety related classes, etc.