

HUMAN RESOURCES AND PAYROLL ADMINISTRATOR

SUMMARY

Maintains and administers payroll and human resources functions for the City. Responsible for monitoring all tasks necessary to accomplish the payroll processing objectives. Administers employee benefit plans to ensure plans are administered in accordance with federal and state regulations. Performs a variety of highly complex and responsible duties requiring extensive clerical skills and broad knowledge of computerized payroll systems. Performs a wide variety of clerical tasks including data input, records management, employee communication and disbursing public information. Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

No supervisory responsibilities. May check work of others.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

Typical duties may include, but are not limited to the following:

1. Responsible for all biweekly payroll, monthly pension payroll and special payroll processing.
2. Reviews data from electronic time card system and verifies information for completeness and accuracy.
3. Compiles payroll data and inputs any payroll changes into the payroll system.
4. Maintains accurate records of employee regular, sick, vacation, personal days and comp time including usage and accruals.
5. Performs calculations related to longevity, seniority and service awards.
6. Oversees health care benefit plans, including enrollments and terminations. Processes required documents through payroll and insurance providers to ensure accurate recordkeeping and proper deductions. Serves as COBRA administrator.
7. Oversees open enrollment period. Arranges for distribution of plan summary materials and required notices. Assists in communicating changes to employees and arranges onsite representation by health care providers. Processes changes within deadlines. Processes monthly billings from insurance provider. Reviews billings for accuracy.
8. Monitors unemployment claims; and reviews documentation for accuracy.

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9. Assists in preparation of the city's annual audit process, the annual retirement plan audit and the annual Workers' Compensation audit.
10. Acts as liaison to Workers' Compensation carrier, maintaining records and preparing reports to carrier and State of Michigan, as required; schedules medical appointments for injured employees.
11. Maintains human resources records by recording new hires, transfers, terminations, job changes, wage increases, personal status changes. Maintains files in compliance with applicable legal requirements.
12. Maintains employee handbook with updated resolutions and other pertinent information as needed.
13. Orients new employees by providing information packets, reviewing policies, gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
14. Responsible for the permanent retention of all personnel records including active, inactive and retired employees.
15. Responsible for maintaining commercial motor vehicle licenses records necessary for compliance with Federal Motor Carrier Safety Administration.
16. Responsible for planning and implementing all employee special activities, including but not limited to, the annual employee appreciation dinner, employee picnic and flu shots.
17. Answers personnel-related questions.
18. Coordinates the recruitment, screening and interviewing of new hires; places job-postings and advertisements; prepares interview packets for interview panels; contacts applicants and schedules interviews; prepares post interview letters; performs reference checks.
19. Interprets union contracts to ensure compliance; acts as a liaison with staff to understand and communicate compliance.
20. Performs various tasks related to pension administration such as calculating benefits, recording Joint Wastewater Treatment Plant contributions, and assembling actuarial support data for annual report.
21. Monitors budget regularly to ensure areas of responsibility are performed within budget.
22. Performs secretarial services in the absence of the Administrative Secretary, including providing information and assistance to the public as office receptionist by phone and personal contact; typing various types of correspondence associated with the department's activities; and screening calls and visitors.
23. Performs general duties as assigned.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern office procedures and practices to perform clerical duties.

Knowledge of business English and grammar necessary to provide effective written and verbal communication.

Knowledge of work practices and procedures of the department to which assigned.

Skill in using office machines such as the typewriter, personal computer and calculator.

Ability to type 50 wpm; proficiency in basic computer programs, including payroll, word processing, spreadsheets, database management, presentation software and desktop publishing.

Skill in performing arithmetic computations with accuracy.

Skill in filing, maintaining and retrieving information.

Skill in maintaining effective working relationships with fellow employees, City officials and the public.

Required education includes a high school diploma, or the equivalent, supplemented by vocational courses in business English, typing and other commercial subjects.

Required experience in computerized payroll preparation.

Required experience includes three years of responsible clerical experience, preferably in a public agency.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk or hear, and use hands to finger, handle, or feel. The employee frequently is required to walk. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific visual abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position works in an office environment. The noise level in the work environment is usually quiet.

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