



POSITION DESCRIPTION

Title:	Payroll/Human Resources Specialist	Department:	Administration
Type:	Regular, Full-Time	FLSA Status:	Non-Exempt
Pay Range:	G/172	Revised:	08/2021

DEFINITION

Responsible for performing a variety of technical and complex duties involved in the processing, maintenance, and management of the Town's payroll system, the administration of benefits, and for providing support across a variety of other Human Resource functions. This position is the Town's primary source of information for employees on all payroll and benefits matters.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Human Resources Manager and general supervision from the Administrative Services/Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform specialized and detailed work involving the preparation, processing, and review of payroll and administration of Town benefits.
- Maintain a variety of confidential payroll and benefit records.
- Interpret and apply state and federal laws, collective bargaining agreements, at-will employment contracts, and administrative policies as they apply to payroll and benefits.
- Prepare monthly, quarterly, and annual records, reports, and reconciliations such as state and federal income tax and CalPERS.
- Communicate with Town employees on changes and updates to payroll, benefit plans, healthcare, retirement etc.; plan, coordinate, and facilitate events such as open enrollment, employee benefit fairs, benefit representative site visits, and benefit training and information sessions.
- Act as a liaison between employees and benefit carriers to solve problems, answer questions, and facilitate ongoing training.
- Receive, research, and resolve employee and department issues and discrepancies related to payroll and benefits.
- Accurately calculate and process payments for various leaves associated with workers' compensation, California Family Rights Act, Family and Medical Leave Act, etc.; maintain accurate records of various leaves in accordance with state and federal regulations.
- Conduct periodic internal audits to ensure compliance with Town policies and procedures and with state and federal law as it pertains to payroll and benefits.

- Ensure timely and accurate payment of regular payroll taxes and state and federal quarterly payroll taxes; process annual tax rate, SDI, and Medicare changes; process 941 Quarterly Federal Tax Return and DE-6 State Quarterly Tax Return and Wage Report.
- Provide technical and specialized support in the maintenance, implementation, and use of the Town's timekeeping system.
- Assist with the preparation, maintenance, distribution, and publication of compensation schedules and benefit summaries.
- Assist with recruitment, selection, and on-boarding processes.
- Develop, prepare, and assist in the implementation of departmental policies, procedures, and systems.
- Assist with the implementation and management of the Town's performance evaluation and merit increase system.
- Assist with the maintenance of the department's web pages.
- Perform employment and income verification checks.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Pertinent local, state, and federal laws, ordinances, rules, and regulations including, workers' compensation, FMLA/CFRA, and State Disability Insurance.
- Governmental accounting and reporting practices, especially as applied to a municipal organization.
- Principles and practices of payroll accounting.
- Recruitment, selection, and employee on-boarding best practices.
- Confidentiality and privacy laws as they pertain to personnel and payroll records.
- Modern office practices, procedures, methods, and equipment.
- Principles of basic and more complex mathematics.
- English usage, spelling, grammar, and punctuation.
- Principles and practices of customer service.

Ability to:

- Interpret and apply administrative laws, regulations, and departmental policies.
- Research and compile technical and financial information; maintain financial and statistical records.
- Using a defined response protocol, respond to and resolve difficult and/or sensitive inquiries related to payroll and benefits.

- Maintain the privacy of employee records and other payroll and accounting data of a confidential nature; maintain confidentiality of all employee actions implemented through payroll.
- Quickly and accurately perform mathematical calculations.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and professional working relationships with those contacted in the course of work.
- Work independently in the absence of supervision.
- Be present and available for work.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree in Public Administration, Finance, Accounting, or other related field is required.

Experience:

Three years of increasingly responsible experience in finance, accounting, and/or Human Resources with some experience in payroll and benefits administration. Municipal government experience in Finance and/or Human Resources is highly preferred.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C Driver's License with an acceptable driving record and must pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software and other specialized software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage machine.

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.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate office equipment, and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance, or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

WORK ENVIRONMENT

The work environment characteristics described herein 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.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by: _____
Employee Signature Date