

JOB TITLE: Payroll and HR Specialist

DEPARTMENT: ADMINISTRATION

POSITION SUMMARY

The **Payroll and Human Resources Specialist** performs accounting and other tasks directly related to payroll and the administration of the Town's benefit and pension programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PAYROLL

1. Prepare biweekly and Town Council payroll.
2. Maintain employee payroll records including changes in pay rates, changes in deductions/withholdings, changes of address and direct deposit authorizations.
3. Submit after payroll checks for credit union deductions, family support payments and union dues.
4. Electronically transfer pension contributions and deferred compensation contributions.
5. Prepare wire transfer authorization for pension contributions and deferred compensation contributions.
6. Electronically transfer direct deposit.
7. Submit biweekly federal, state, and local payroll taxes.
8. Maintain employee leave records. Review accrued leave with department heads.
9. Prepare W-2's and file federal, state and local year-end reports.

NEW HIRES

10. Coordinate application reviews, interviews, offer letters, pre-employment physicals and other pre-hire activities for open positions.
11. Perform Employee Orientation to include providing employee copies of appropriate union contract and/or Town policy and benefit booklets.
12. Explain Town benefit programs/answer questions.
13. Complete and submit enrollment forms.

INSURANCE (to include Health, Dental, Life, LTD, Optical, etc.)

14. Report changes in coverage.
15. Handle questions/problems on behalf of employees involving coverage and/or claims.
16. Primary contact with insurance broker.

Payroll and Human Resources Specialist (continued)

WORKERS' COMPENSATION

17. Process claims.
18. Keep Assistant Manager/ department heads apprised of status of claims.
19. Coordinate physicians and keep physician panel updated.
20. Liaison with workers' compensation carrier.
21. Prepare annual salary worksheet for workers' compensation auditor.

PENSION (Police, Non-Uniformed Defined Benefit, Non-Uniformed Defined Contribution Plans)

22. Prepare worksheets for calculation of MMO and State Aid Allocation.
23. Make sure all pension deadlines are met (ex. distribution of state aid, submitting Act 205 forms, paying MMO).
24. Calculate monthly pension benefit for new retirees and process paperwork.
25. Liaison between Town Administration and retirees.
26. Primary contact person for Town's actuary.
27. Prepare for state Auditor General's audit and assist auditor.

OTHER DUTIES

28. Calculate all salary/benefit figures for annual budget.
29. Prepare end-of-year reports related to essential duties and responsibilities and assist Town's auditors.
30. Assist Town Employees with personnel related milestone events including performance reviews and other employee related programs.
31. Complete payroll/benefits surveys.

QUALIFICATIONS

EDUCATION and EXPERIENCE

A Bachelor's Degree in human resource management, accounting, or business-related field is required with 3-5 years of experience in local government personnel relations preferred.

EQUIPMENT USED

Personal computer, calculator, telephone, copy machine, fax machine, etc.

Payroll and Human Resources Specialist (continued)

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 frequently required to sit, stand, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, equipment, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the 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.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; physical and reference check.

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.