

CLASS TITLE: Payroll/Benefits Specialist

DEFINITION:

This is work of an administrative nature related to a variety of services and operations within the Human Resources Department. Employees working from this class perform administrative functions not involving policy decisions, but requiring a thorough knowledge of the specific function performed.

An employee in this class receives direction from the Director of Human Resources and is expected to exercise considerable tact, discretion, and judgment in all areas of work. The employee may exercise supervision over a small group of personnel when deemed necessary.

EXAMPLES: (Examples are illustrative only)

- Administers employee benefits programs.
- Evaluates and compares existing benefits with those of other county governments by analyzing other plans, surveys, and other sources of information. Analyzes results of surveys and develops specific recommendations for review by management.
- Develops census data and solicits insurance companies for quotations. Evaluates quotations and makes recommendations to management concerning sharing of cost between employer and employee.
- Implements approved new plans and changes by preparing announcement materials, booklets, and other media for communicating new plans to employees.
- Performs other duties as assigned.
- Performs diversified duties in the processing and monitoring of the employees benefits program, and maintains all employee personnel files in line with county policy and government regulations and verifies changes with computer printouts.
- Answers employee questions concerning benefits. Checks and verifies medical insurance and vision/dental billings for payment. Maintains and processes medical insurance billing for outside agencies and retirees.
- Sets up file on all new personnel. Enrolls new employees in programs and conducts short employee orientations to explain benefits and probationary periods.
- Performs clerical functions, types letters and memos and creates and maintain data basis as needed. Answers phone, makes and verifies purchases within in the department, and attends meetings when necessary.
- Completes necessary workman's compensation forms for processing.
- Processes payroll records for all new employees, including W-4 information.
- Reviews and checks addition on time cards. Checks with supervisors if there are any discrepancies in terms of unclear arithmetic differences, authorized overtime or reasons for absences.
- Maintains and records vacation, sick leave, personal days, compensatory time and any other payroll related time-off hours. Prepares and processes monthly leave time reports for all departments.
- Prepares and processes biweekly, quarterly and semi-annual payrolls.
- Processes quarterly and yearly reports to include employees W-2.

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- Performs other duties as assigned by the Human Resources Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of accepted accounting procedures and principles.
- Excellent organizational and oral and written communication skills.
- Knowledge of organizations and operations of county government.
- Ability to work independently and to check own work to ensure accuracy.
- Ability to maintain the highly confidential nature of human resources work.
- Excellent computer and word processor skills.
- Ability to maintain satisfactory working relationships with co-workers, the general public and other county personnel.

MINIMUM EXPERIENCE, TRAINING AND EDUCATION:

- Bachelors Degree from an accredited college or university with major course work in Business or Public Administration, Personnel Management, or a closely related field and four years' experience in Human Resources or a related field.

OR

- Associates Degree from an accredited college or university with major course work in a related field and six years' experience in Human Resources or a related field.

OR

- The above may be substituted for a high school diploma or equivalent and a minimum of 10 years' experience in Human Resources or a related field.

REQUIRED LICENSES AND CERTIFICATES:

- Class C Drivers License or equivalent

ADDITIONAL DESIRABLE QUALIFICATIONS:

- One years' experience in a supervisory position.

ADOPTED: 05/20/2005

GRADE: 10

Revised: 07/01/2016