



CITY OF TROY, AL
INTERNAL/EXTERNAL



CLASSIFICATION TITLE: Human Resources / Payroll Assistant

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: May 11, 2017

CLOSING DATE: May 22, 2017

PAY RATE: SKILL LEVEL 9

SUMMARY DESCRIPTION:

Under administrative direction, provides a variety of responsible, confidential specialized clerical duties in support of human resource services and programs; provides information and assistance to employees and the public regarding City human resource programs, services, and processes; processes employee payroll and benefits data; coordinates clerical recruitment activities; performs other personnel duties; acts as the administrative assistant to the Human Resources Director; performs secretarial duties; and performs other duties as needed or directed.

REPRESENTATIVE DUTIES: Under the Direction of the Human Resources Director:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- General Human Resources Duties:
 - Maintains confidentiality of all personnel, human resources, payroll, and other restricted information.
 - Provides general assistance and answers questions in person and on the telephone regarding City benefits, payroll, recruitment, selection, and related human resources services to City employees and the public; advises applicants regarding recruitment activities and processes; assists employees in completing general human resources forms and documents; processes confidential and sensitive personnel data, applicant data, and related information.
 - Creates, posts and tracks recruitment advertisements, job announcements, and job descriptions; places advertisements in print media, electronic media, and other sources.
 - Processes new hire and separation benefits and payroll information; prepares new hire forms, materials, and data, ensuring accuracy of data entered; coordinates final paycheck data, including timesheet data, applicable deductions, and related payroll information; compiles and completes materials and data provided to employees during new hire orientations and exit interviews, including benefits eligibility forms, retiree benefits eligibility forms, and related documents.
 - Assists with coordinating benefits activities, including open enrollment; provides assistance to employees with completing benefits enrollment and change forms; troubleshoots and coordinates with benefits carriers to ensure employee eligibility and enrollment.
 - Prepares communications for recruitment activities by the required deadlines; drafts, processes and sends letters, memos, and related correspondence regarding human resources activities to applicants and others; notifies candidates regarding selection outcomes.
 - Receives, inputs and processes employment applications; reviews and verifies application materials submitted; enters applicant information into the applicant tracking database.
 - Performs payroll duties; produces payroll checks and reports; completes quarterly tax reports; handles year-end reports and forms.

- Provides administrative support to Human Resources Director; prepares materials and sets-up meeting sites for interviews, trainings, tests, open enrollment meetings, job fairs, and related events.
- Coordinates printing of various human resources documents and materials; proofs and submits job flyers, open enrollment materials, and related materials; coordinates distribution and mailings of materials.
- Attends and participates in job and health fairs, assessment testing, open enrollment meetings, and related activities; provides general assistance and information to employees, staff, and the general public.
- Assists with open enrollment activities; reviews and verifies data on employee enrollment forms; enters employee benefits data into the City's Incode, Payroll, and Attendance systems; notifies employees and dependents of benefit eligibility, when applicable.
- Acts as receptionist; receives, screens, and directs calls; provides information regarding City programs and services to the general public.
- Attends and participates in support staff group meetings as required.
- Other Payroll Duties:
 - Produces regular payroll checks and reports: calculates and creates manual checks, and makes special check runs; maintains employee payroll records.
 - Enters new employees and removes terminated employees from the system; enters all payroll changes into the City's Incode, payroll, attendance, and computer systems.
 - Computes taxable fringe benefits quarterly and annually; administers and processes cafeteria pre-tax benefits and reports.
 - Completes quarterly tax reports; checks and distributes W-2 forms; types duplicate W-2 forms; handles changes to tax withholdings; assists employees with payroll tax forms.
 - Reconciles and processes attendance records and timesheets; assists departments with attendance records and timesheets, as needed;
 - Computes, reconciles, processes, and reports labor information to the Department of Industrial Relations.
 - Reconciles payroll bank statements monthly.
 - Handles end-of-year adjustments and close outs; compiles periodic reports and benefit amounts.
 - Administers and processes paperwork and payroll for Summer Feeding Program and other special programs.
 - Answers and processes paperwork and works with the Courts and Human Resources in regards to child support, garnishments, and tax levies; balances garnishments and child support accounts and requisitions checks to be sent to the proper agents of each.
 - Coordinates payroll changes and salary adjustments; monitors years of services to administer and process vacation and sick leave accruals and compensation plan; monitors, updates, and sends reports to department supervisors on employee review dates; ensures that documents are prepared accurately.
 - Monitors and sends overtime reports to department supervisors, as needed; processes and sends overtime reports to the Mayor's office monthly.
 - Runs skill, rate, and review reports for departments, as needed; maintains and reports employee review dates; sends out benefits packets, as needed.
 - Creates forms, solves employee payroll problems, and coordinates employee information needed by other agencies or departments.
 - Orders forms and supplies.
 - Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.
- Other Personnel Duties:
 - Conducts new hire orientations and exit interviews; explains basic personnel features, benefits, and policies to new employees during employee orientation and sign-up; explain and assist employees in completing benefits, insurance, retirement, tax deductions, and other state and federal required forms.
 - Coordinates and processes City employee benefit programs including group life, health and disability insurance and deferred compensation programs; counsels and assists employees regarding benefit programs; maintains records of benefits and subsequent benefits changes made by employees.
 - Maintains all personnel files; ensures all employment records are on file; enters and maintains

- employment records in the City's Incode, payroll, attendance, and computer systems.
- Maintains leave records; provides assistance regarding employee leave; reports leave balance to departments, as needed.
- Provides assistance to employees with benefits, deductions, retirement contributions and withdrawal rules; acts as a reference and contact point for questions concerning the City's personnel handbook and its rules and regulations.
- Assists employees with insurance, medical costs, and retirement questions; calculates health and life insurance, retirement, and RSA-1 costs; assists in settling disputes on claims or bills by contacting insurance or benefit agencies.
- Maintain optional insurance coverage files and accounts; collects and submits retiree health insurance premiums; notifies retirees and employees of all applicable benefit changes.
- Administers and reports updates to the retirement system, health insurance company, and other benefit or cafeteria plan companies.
- Completes valid employee information requests; provides reference information and verifies employment.
- Create job descriptions with department supervisors; maintain file of all job descriptions.
- Maintains, processes, and submits EE04 compliance reports annually; generate notifications of ethics commission reporting; maintains ethics commission reports files.
- Processes paperwork on deceased employee's beneficiary claims.
- Performs other related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of principles and practices of human resources including recruitment, classification, compensation and benefits.
- Knowledge of City personnel policies and procedures.
- Knowledge of principles and procedures of employee benefit administration.
- Knowledge of state and federal personnel and payroll laws, regulations, and guidelines.
- Knowledge of customer service techniques, practices, and principles.
- Knowledge of modern office procedures, methods and equipment including computers.
- Knowledge of computer applications such as word processing, spreadsheets, and databases.
- Knowledge of principles and procedures of report preparation, financial record keeping and reporting.
- Skill in oral communication to include listening to others, being clear and concise as needed to convey information to the public sector and to respond to inquiries.
- Skill in written communication to include the use of standard English grammar, punctuation and spelling as needed to compose letters, memos, forms and document inspection activities.
- Ability to use payroll software.
- Ability to interpret and apply codes, ordinances, laws, rules, regulations and policies.
- Ability to manage stressful situations.
- Ability to take the initiative and to work independently with little supervision to include scheduling work, motivating oneself, managing time effectively, and determining when tasks require the intervention of others as needed to meet deadlines.
- Ability to make practical, useful decisions under stress and in a timely manner.
- Ability to handle multiple tasks simultaneously to include being able to be interrupted and return to the task immediately and prioritizing as needed to provide information to others, juggle job responsibilities and to ensure that all tasks are completed.
- Ability to handle a diverse set of employee and public comments, inquiries and complaints in a polite and professional manner.
- Ability to deal with a variety of interpersonal styles and personalities in an appropriate and diplomatic manner.

- Ability to perform a variety of basic accounting duties.
- Ability to accurately count, record and balance assigned transactions.
- Ability to keep organized, current and accurate records, and work with detailed information for sustained periods of time.
- Ability to accurately perform mathematical calculations involving addition, subtraction, multiplication, division, fractions, decimals and percentages.
- Ability to adapt to changing technologies and learn functionality of new equipment and systems.
- Ability to operate office equipment including cash drawer, 10-key calculator, computers and supporting word processing and spreadsheet applications.
- Ability to perform typing, filing and other clerical duties at a speed necessary for successful job performance.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Physical ability to climb stairs and outside ladders.
- Physical ability to walk 1/8 mile.
- Physical ability to stand, walk or bend for extended periods.

MINIMUM QUALIFICATIONS

- High school diploma or GED required.
- Bachelor's degree in a discipline related to human resources, public administration, business administration, accounting, finance, or closely-related field is preferred.
- Five (5) years' experience in office administration, human resources, personnel, payroll, accounting, or secretarial support.
- Must hold Association of Public Personnel Administrators Payroll Certification and HR Professional and Specialist Certification or obtain certification within six years of employment.
- Must be willing to complete off-site Continuing Education Courses per year.
- Must hold a valid Alabama Motor Vehicles Operator's License and have a good driving record.
- Must pass a drug screen and physical and background check.
- Must have basic computer skills and type a minimum of 20 wpm.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is primarily performed in an office setting, with exposure to computer screens.
Supervisory Control
The Humans Resources Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and Procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of human resources and payroll related duties. The large number of policies, procedures, laws and regulations to be followed as well as multiple departments and state and federal regulations contributes to the complexity of this position.
Scope & Effect

The purpose of this position is to provide human resources and payroll support and to act under the supervision of the Humans Resources Director. Success in this position results in greater effectiveness of the Human Resources Department.
Personal Contacts
Contacts are typically with employees, co-workers, city departments, support agencies, federal and state government agencies, and members of the general public.
Intelligence
Requires the ability to learn and understand relatively complex legal, payroll, benefit, insurance, attendance, and taxation principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.
Work Environment
The work is typically performed in an office setting.
Supervision Exercised
Typically none.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

**ALABAMA STATE EMPLOYMENT SERVICE/CAREER CENTER FOR EXTERNAL
OR HUMAN RESOURCES AT CITY OF TROY FOR INTERNAL APPLICANTS**

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is an Equal Opportunity Employer.