

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: PAYROLL AND BENEFIT ADMINISTRATOR

General Functions:

Under the general direction of the Human Resource Director, this confidential position performs a variety of complex payroll and human resources functions. Position is responsible for producing timely and accurate payroll checks; paying and reconciling taxes; monitoring employee leave banks; reconciling employee benefits; participating in collective bargaining discussions and preparing analyses; implementing bargaining unit contract language related to payroll. Has input when discussing interpretation of contract language. Interacts with other departments, city staff and the public.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform.)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Coordinates and administers the city's payroll system activities. Calculates payroll checks for regular cycle and non routine pay payroll checks. Position is responsible for balancing payroll reports.
4. Prepares and reconciles fringe benefits.
5. Ensures accuracy, completeness and compliance with applicable union contracts, rules, laws, policies and procedures.
6. Stays up-to-date and knowledgeable relative to the City payroll processes to ensure that the City is in compliance with the Bureau of Labor and Industries and Oregon Budget laws and regulations.
7. Gathers, organizes, enters data, and maintains the human resources database of various HR information, benefits, and demographics.
8. Prepares alternative wage and salary packages used in labor relations issues and collective bargaining.

9. Applies and enforces applicable tax laws and rulings with regard to employee compensation including benefits program.
10. Assists with the administration of worker compensation claims including notification of the City's worker compensation insurance carrier of an employee injury, distribution and administration of the 801 form. Worker compensation duties include accurately compiling the 300A log. Monitors claims as they develop.
11. As directed, creates, copies, and files documents, including confidential correspondence, into personnel files.
12. Provides support to the Safety Committee.
13. Position will be responsible for the administration of the Sick Leave Bank policy, and FMLA/OFLA policy which includes reviewing confidential FMLA/OFLA documents for accuracy and completeness.
14. As a representative of the Human Resources department, provides e-mail notification to city employee regarding, and not limited to: mandatory meetings, training opportunities, benefit information, and other aspects of conditions of employment.
15. Assists the public with respect to recruitments, notary services and other duties with a friendly and courteous manner.
16. Has regular contact with all employees. Requires a high level of knowledge within the area of expertise. All contact must be professional, friendly, and courteous.
17. Required to handle sensitive and confidential information related to employee issues/concerns and HIPAA.
18. Requires regular and punctual attendance.
19. Other duties as assigned.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education

- i) An Associate's degree in a related field from an accredited college or university, at a minimum.
- ii) Requires a minimum of four (4) years of experience relative to accounting practices and procedures including payroll.
- iii) Work experience in public sector preferred including a professional certification as either a CPP or PHR is also preferred.

b) Training:

- i) Any satisfactory equivalent combination of education, experience, and training which ensures the ability to perform the work may substitute for the above.
- ii) Specialized skills and abilities to perform the job include principles and practices of payroll administration, benefit reconciliation and reporting.
- iv) Federal, state and local reporting requirements.
- v) Generally accepted accounting principles (G.A.A.P.)
- vi) Payroll procedures.
- vii) Computer applications and uses for payroll and HR activities.
- viii) Modern office practices and standards.
- ix) The skill and demonstrated ability to patiently communicate and well developed verbal and written skills to exchange technical or complex

information. Demonstrated ability to read, interpret, and implement written rules, procedures, professional guidelines, and laws.

2) Supervision:

Received: Work is performed independently under the general direction of the Human Resource Director or designee. Work is reviewed by the Chief Finance Officer or designee and the Human Resources Director or their designee for effectiveness, results obtained, and conformance with established rules and regulations.

Exercised: Requires excellent communication and to demonstrate the ability to effectively and collaboratively communicate with all staff in order to meet the operational needs of the City and the Human Resource Department.

3) Communication:

Relationships that must be maintained outside the City include: PERS, worker compensation carrier, insurance representatives, benefit administrator, etc.

Has frequent communication with all City employees.

Is entrusted with confidential and sensitive financial, personnel, payroll and benefit information.

4) Cognitive Functions:

Work is governed by written City and departmental policies, procedures, and ordinances, as well as payroll principles and federal, state and county laws.

5) Working Conditions:

Normal office work environment.

Work schedule is usually normal business hours. Additional evening and weekend work hours may be required.

6) Resource Accountability:

Must safeguard and maintain employee payroll records.

The job classification 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.

Employee Signature

Date