

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: PAYROLL AND BENEFIT SPECIALIST

Department: Human Resources

Employee Group: Management and Confidential

FTE Status: Full Time

FLSA Status: Non-Ex

Salary Grade: 24

Date: January 2019

General Functions:

Under the general direction of the Human Resource Director, this confidential position is a hybrid of payroll and human resources functions. Position responsible for producing timely and accurate payroll checks; paying and reconciling taxes; monitoring employee leaves and protected leave statuses; enrollment and reconciliation of employee benefits; processing worker's compensation claims; participating in collective bargaining discussions and preparing analyses; implementing bargaining unit contract language related to payroll.

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 all employee 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.

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7. Gathers, organizes, enters data, and maintains the human resources information system (HRIS) 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 monitoring claims as they develop, reconciling workers comp wages, and preparing for workers comp audit.
11. 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.
12. 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.
13. Required to handle sensitive and confidential information related to employee issues/concerns and medical information.
14. May served on various Human Resources committees.

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

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- i) An Associate's degree in business, public administration or human resources from an accredited college or university, with two (2) years' experience at a minimum.

b) Experience

- 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, SHRM-CP or PHR.

c) 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) Computer applications and uses for payroll and HR activities.
- vii) Modern office practices and standards.

2) Supervision:

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

Exercised: No supervision is 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.

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3) Communication:

- i) Relationships that must be maintained outside the City include: PERS, worker compensation carrier, insurance representatives, benefit agent, etc.
- ii) 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.
- iii) Is entrusted with confidential and sensitive financial, personnel, payroll and benefit information.

4) Cognitive Functions:

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

5) Working Conditions:

- i) Normal office work environment, with minimal physical effort or hazardous surrounding.
- ii) Work schedule is usually normal business hours. Additional evening and weekend work hours may be required.
- iii) Requires regular and punctual attendance, specifically when related to payroll timelines.

6) Resource Accountability:

Must safeguard and maintain employee payroll records and confidential information.

Position is not responsible for any department budget resources.

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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