



<b>POSITION DESCRIPTION</b>  <b>Benefits and Payroll Administrator</b>  <b>FLSA Status: Non Exempt</b> <b>Classification: Occupational</b> <b>Salary Grade/Band</b>	<div>1 May 2014</div>  <b>Reports to: Duchesne County Personnel Officer</b> <b>Revised: _____</b> <b>Human Resources Initials: _____</b>
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<b>POSITION PROFILE</b>  <p>Under general supervision from the Personnel Office, performs a variety of duties; ranging from routine administrative work to specialized human resources tasks. Performs a variety of administrative and complex clerical duties as needed to assist in the day-to-day maintenance of county-wide benefits, payroll, and human resources programs and processes. Assists to monitor county-wide compliance with established policies and procedures related to benefits and payroll. Provides back up to Personnel Officer when and as necessary.</p>
<b>GOALS</b> <ul style="list-style-type: none"> <li>• To ensure work performance, effective time management practices, and attention to detail.</li> <li>• To conduct research and assist the Personnel Office professionally, confidentially, and efficiently.</li> <li>• To articulate and convey information accurately and appropriately to Board of Commission, Elected Officials, Department Heads, and employees.</li> </ul>
<b>ESSENTIAL FUNCTIONS</b>  <b>Benefits</b> <ul style="list-style-type: none"> <li>• Reviews benefit options with new hires and terminating employee; ensures appropriate forms are completed; obtains necessary information and documentation to process new hire and separation actions.</li> <li>• Handles day-to-day employee benefits questions (via phone and email).</li> <li>• Processes any changes to employee benefits.</li> <li>• Coordinates the annual benefits open enrollment process and aides employees in the benefit selection process.</li> <li>• Assists Personnel Officer in tracking employee leave according to policies and procedures.</li> <li>• Assists in distributing, collecting, and processing insurance, retirement, and other benefits paperwork and forwards information to Third Party Administrator (TPA) via scan or fax.</li> <li>• Balances insurance and other billings as assigned.</li> <li>• Prepares invoices of insurance costs for retirees, persons on COBRA status, and persons on unpaid leave.</li> <li>• Prepares, processes, and distributes COBRA notifications, special forms, and/or correspondence to persons leaving employment, dependents of persons leaving employment, persons filing</li> </ul>

unemployment insurance claims, persons who are retiring, or persons placed on unpaid status regarding eligibility for continued coverage and periodic premium changes; advises retiring employees regarding benefit coverage options under Utah Retirement Systems (URS) including MEDICARE.

- Processes short and long-term disability information for all new claims, facilitates employment information relating to unemployment insurance claims, and maintains and update appropriate records.
- Updates benefits costs as premiums change, ensuring correct costs charges to programs.
- Establishes, updates, and retrieves electronic employee benefit files for all eligible employees.
- Serves as an intermediary between employees, insurance carriers TPA, and to resolve problems.
- Gathers information for IRS Form 5500 on an annual basis.

### **Payroll**

- Performs a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, and processing terminations.
- Ensures accurate preparation and balancing of county-wide biweekly payroll; monitors inputting and recording of employee work hours; enters changes and answers questions relating to employee earnings and employee withholdings including state taxes, federal taxes, social security, retirement and insurance.
- Maintains knowledge of the payroll processing system and changes in wage and tax laws to that corresponds with federal, state, and local tax agencies on behalf of the County.
- Creates direct deposit file and initiates transfer of funds; prints and distributes direct deposit statements and checks.
- Maintains year-to-date records of wages, deductions, and taxes.
- Facilitate payroll related accruals and journal entries.
- Oversees submission and storage of time sheets.
- Processes and follows up on wage garnishments and levies by federal, state, and county, court orders.
- Makes federal withholding tax deposits and reconciles and generates checks for payroll deductions/benefits with various private, state, and federal agencies.
- Maintains proper employee documentation related to W-4's and issues annual W-2's.
- Processes and monitors unemployment insurance claim records.
- Assists Personnel Officer with comprehensive classification and compensation studies involving the analysis of positions including periodic audits.
- Updates the county HRIS including inputting job codes, titles, pay ranges, FLSA status' and EEO categories, worker's compensation codes, and other data.
- Performs related duties as required to meet business needs and serves as backup to Personnel Office.

### **EDUCATION AND EXPERIENCE**

- Bachelor's or Associates degree in business or human resources or related field or equivalent experience and education; and
- Minimum three (3) years work experience;

- Experience using payroll and/or Human Resources Information Systems (HRIS), Human Resources Management Systems (HRMS) or Human Capital Management (HCM) software systems such as Caselle, Vista HRMS, ADP, Kronos, PeopleSoft, OmnipriseHRM, etc;
- Thorough knowledge of all payroll tax regulations; and
- CPP (Certified Payroll Professional) a plus.

## **SKILLS/ABILITIES**

- Must be proficient with Microsoft Office, including Microsoft Excel, Outlook, and Word, HRIS/payroll/benefits systems, email and other software applications as required.
- Must have strong mathematical and numerical aptitude. Must be accurate and thorough.
- Must demonstrate sound knowledge of HR, benefits, and payroll related policies, procedures, application.
- Must know and maintain current knowledge and education on tax laws related to payroll pay rates and benefits administration.
- Demonstrate excellent oral, interpersonal and written communication skills and organizational and problem solving skills.
- Possess excellent keyboarding/data entry skills.
- Ability to exercise sound judgment in prioritizing and time managing work and dealing with working professionally with all levels within the County.
- Meticulous attention to detail is mandatory as is the ability to maintain the highest level of confidentiality.
- Ability to work well alone and also within a team environment.
- Effectively deal with multiple and changing priorities as well as demonstrate initiative; able to undertake prompt, appropriate action to correct any inaccuracies.
- Ability to meet tight deadlines and ensure accuracy with highly confidential information.
- Ability to follow instructions, respond to management direction, commit to long hours of work when necessary.
- Must be able to work effectively with coworkers and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions.

## **PERFORMANCE MEASUREMENTS**

- Identify ways to continually improve employee satisfaction and increase compliance with internal or external requirements.
- Exemplify professional and timely work processes.
- Able to establish and maintain effective working relationships with Commission, County Officials, Department heads, and all employees.
- Able to identify and resolve problems in a timely manner.
- Able to maintain confidentiality of all County employee information.
- Ability to interpret and carry out complex instructions and assignments as warranted.
- Ability to impart information to others when necessary.

**LANGUAGE SKILLS**

- Must be able to write clearly and concisely, edit work for spelling and grammar, and be able to read and interpret difficult and complex written information
- Must be able to respond to inquiries from employees to fulfill requests for information.

**REASONING ABILITY**

- Must have the ability to synthesize complex or diverse information and collect and research data.

**PHYSICAL REQUIREMENTS**

- While work may be sedentary include extended periods of time viewing a computer video monitor and operating a keyboard, other physical requirements will also include, walking, bending, stooping, filing books on upper shelves in the law library, lifting heavy boxes of books and files up to 50 lbs frequently.

**ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.