

JOB DESCRIPTION

JOB TITLE: Payroll/HRIS Administrator

JOB NO: AS116116

JOB FAMILY: Administrative/Specialist

FLSA: Non-Exempt

SAFETY SENSITIVE: No

GENERAL SUMMARY

To work as a cooperative and supportive member of the Human Resources team as the Payroll/HRIS Administrator, providing the best possible customer service, with particular expertise in the area of payroll, FMLA, and Human Resources Information Systems.

SUPERVISION

General supervision is provided by the Human Resources Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
3. Prepare and process biweekly payroll for all departments; coordinate payroll activities with the Accounting Division and IT Department.
4. Answer questions and provide information to employees and department payroll administrators about payroll procedures and serve as backup to answering benefit related questions.
5. Maintain the Cities Human Resources Information/Payroll System utilizing various software applications.
6. Provides training and communication updates and changes to department payroll administrators involved in the processing of personnel actions and/or payroll transactions. Provides training to staff engaged in utilizing the HRIS system to obtain information.
7. Works with the IT Department to troubleshoot and resolve problems associated with the HRIS/payroll system.
8. Enter data from job requisition forms into the HRIS database as vacancies occur.
9. Maintain a variety of files and filing systems to include employee, retiree, and terminated personnel files.
10. Ensure that court ordered garnishments be appropriately deducted from employee paychecks.
11. Ensures data integrity by utilizing quality assurance methods to review data for accuracy, content and proper system utilization.
12. Respond to reference requests from other employers regarding past employee performance, including federally mandated Department of Transportation reference checks.
13. Distribute biweekly and monthly payroll reports.

14. Assists HR staff in the maintenance of databases and creation of ongoing and special reports.
15. Coordinate and administer employee Family and Medical Leave (FMLA).
16. Maintain Police and Fire seniority lists.
17. Coordinate and maintain employee Vacation Donation Policy.
18. Maintain all forms and documents relating to payroll and compensation.
19. Work as a cooperative and supportive member of the Human Resources team.
20. Provide the best possible customer service to the general public and employees.
21. Administer, maintain and follow up with supervisors with regard to the online Performance Review System.
22. Update police and fire dues and their pay plans in the HRIS database.
23. End of the year procedures.

OTHER DUTIES AND RESPONSIBILITIES

1. Provide clerical and secretarial support to assist department staff in the completion of their duties and responsibilities.
2. May participate in a variety of activities involving travel between various City facilities and to other related external business and government agencies, which may include retrieving office supplies or collecting and distributing materials.
3. May be required to cover various HR work functions in the absence of other team members.
4. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Sixty (60) hours of college coursework from an accredited college or university with major coursework in business, accounting, finance, information systems or related field.

Two additional years of payroll administration and/or managing HR information systems can be substituted for the college requirement. A High School Diploma or G.E.D. is required if substituting experience for college.

EXPERIENCE

Four years of general office experience which must include one year of payroll administration and one year managing HR information systems; type 35 wpm.

LICENSES AND CERTIFICATES

None

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computer and related equipment.

Various types of computer software applications, including word processing and database management.

Automated HRIS/payroll application systems from an end-user perspective.

Federal and state laws and regulations regarding payroll and compensation principles and practices.

English usage, spelling, grammar, and punctuation.

Basic business letter writing and report preparation.

Basic principles and procedures of record keeping.

Teamwork methods and practices in a modern office system.

Skill in:

Typing a variety of correspondence and documents.

Operating various types of modern office equipment including computers, calculators, fax machines, telephones, and photocopiers.

Performing mathematical, algebraic, and basic statistical calculations.

Prioritizing, organizing and managing multiple simultaneous projects.

Preparing clear and concise reports.

Ability to:

Work in a team environment.

Define and create ad hoc reports using report writing tools such as Crystal Reports.

Tactfully respond to requests and inquiries from the general public and employees.

Discretely handle confidential information.

Learn City and department policies and procedures.

Simultaneously perform a variety of clerical functions.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Prepare and review a variety of correspondence and reports.

Communicate clearly and concisely both orally and in writing.

Flexibly adapt to a variety of work situations and interruptions.

Type at a speed necessary for successful job performance.

Work independently in the absence of supervision.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting for extended periods of time*
- *twisting, bending and reaching above the shoulder*

DISCLAIMERS

The job description is:

- 1) Is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- 2) Not an employment agreement or contract. The City of Mesquite has the exclusive right to alter this job description at any time without notice.
- 3) Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Mesquite will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Director of Human Resources

Date

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