

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Lead Payroll & Benefits Assistant</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>FD25</u>
FLSA Status	<u>Non-Exempt (2)</u>
Bargain Unit Elig.	<u>Not-Eligible</u>
Occupational Group	<u>Administrative Support</u>

PRIMARY PURPOSE:

Oversees and participates in the duties necessary for preparing, processing, maintaining and coordinating City payroll. Provides information and explanations to employees regarding payroll and benefit programs including the personnel rules, ordinances, and policies related to such programs.

SUPERVISION:

Under the general supervision of the Human Resources Coordinator in charge of the Employee Services Division. Coordinates and directs daily work assignments of assigned support staff which includes establishing workload priorities.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Oversees the daily payroll processes, which includes the accurate input of computer data on all new employees' personnel and payroll records.
2. Oversees and participates in the processing of computer or manual changes accurately to employee records.
3. Establishes, implements and maintains methods and procedures to assure all personnel actions are processed correctly and timely as well as makes appropriate recommendations to expedite efficiency.
4. Oversees the review of all payroll and benefits paperwork received from City departments for completeness, accuracy, and compliance with city rules, ordinances and pay schedules; advises and trains city department staff regarding the proper completion of such paperwork.
5. Coordinates and directs daily work assignments of assigned support staff and determines workload priorities.
6. Addresses the concerns with payroll and benefits paperwork relating to procedures, policies, improper calculations, payroll deadlines and other similar issues; utilizes initiative and judgment in working with departments to resolve such concerns.
7. Serves as the expert subject matter on information pertaining to efficient and effective payroll practices.
8. Enters all adjustments to leave time, auto allowance, military hours, care leave awarded hours, HAZMAT and water rescue pay, payback (LAGERS, overtime of shift pay, etc.) which includes the calculations for partial and prorated payments, etc.
9. Oversees the employee evaluation notification process, and monitors the performance appraisals for increments due, and follows up with departments on late appraisals.
10. Maintains the data table for benefit rate changes and runs the retro pay process for each payroll period.
11. Researches questions, and concerns, and provides in-depth information to employees and the public regarding City payroll and benefit programs.
12. Oversees and participates in the Processing of applications for retirement, compiles data and salary information, calculates final average salary, etc.
13. Coordinates the payroll side of the annual cafeteria plan with the Human Resources Specialist.
14. Coordinates the Retirement Health Savings enrollment with the Human Resources Specialist.
15. Composes and types routine to complex correspondence.
16. Coordinates and conducts periodic group payroll and benefits enrollment sessions for new employees and oversees the temporary employees paperwork enrollment process.
17. Oversees and maintains manual and computerized files and records.
18. Compiles and prepares reports.
19. Processes unemployment forms, files protests and appeal notices as directed, notifies supervisors of hearings, etc.
20. Oversees the employment verification requests and ensures the requests are completed accurately.
21. Responds to subpoenas for personnel and payroll records, certifies the accuracy of information and testifies in court.
22. Operates a variety of office equipment such as copy machines, FAX machines, calculators, microfiche, etc.

IMPORTANT FUNCTIONS:

1. Attends training sessions, seminars, etc. as necessary for technical and professional growth and development.
2. Orders and maintains supplies for the division.
3. Travels to off-site city locations to provide information and explain benefit programs.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of the overall City payroll practices; modern office practices, standard English usage; bookkeeping principles and practices; and complex math applications and calculations; knowledge of the payroll computer system and the implementation process when acquiring a new payroll computer system.

Abilities

Ability to effectively and efficiently oversee the details involving the City’s payroll processes; deal effectively and courteously with associates and the general public when explaining information relating to a payroll issue; research and investigate complaints or problems related to payroll; ability to troubleshoot problems related to computer payroll problems and make reasonable recommendations; communicate effectively both verbally and in writing; follow oral and written instructions; maintain a high level of confidentiality; oversee and complete work with a strong attention to detail; utilize independent judgment when making decisions or recommendation; present an overall professional image; operate a computer utilizing appropriate software applications; operate modern office equipment including a 10-key calculator; type accurately at an approximate rate of 50 wpm; read, understand, and interpret city policies, procedures ordinances and Merit Rules; Oversee the input, code, and retrieval of information dealing with an automated payroll system; independently plan, prioritize, organize and complete work in an efficient manner; accurately process a large volume of work within short deadlines; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

At least four years of responsible computerized payroll and/or benefits work experience, of which at least three years have been as a Payroll and Benefits Assistant with the Human Resources Department.

Physical Requirements

Performs bending, squatting, kneeling, and reaching to both ground level and overhead; lifts and carries up to 20 pounds; pushes and pulls up to 25 pounds; holds and grips objects; may be subject to sitting for long periods of time; must possess ability to operate a computer keyboard, mouse and calculator.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Last Revision: February 13, 2012	GENERAL ORDINANCE NO. 5416
Comments: Updated Abilities	Date: October 18, 2004

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____