

PAYROLL/BENEFITS SPECIALIST

Purpose Statement:

The job of Payroll/Benefits Specialist is done for the purpose/s of processing employee payroll under the supervision of the Director of Finance; providing information to new and current employees, providers and/or administrators; coordinating employee benefits; administering worker's compensation; resolving employee benefit, retirement, reporting and reconciliation issues.

Functions

- Administers employee benefit programs in compliance with carrier contracts (e.g. workers' compensation, enrolling new employees, explaining benefit options, organizing benefit fairs, mediating benefit eligibility and payment issues, open enrollment, etc.) for the purpose of providing maximum coverage to employees within contract specifications and/or coordinating with supervisors to design transitional tasks for modified assignments.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends a variety of seminars and workshops (e.g. labor law, government requirements, payroll, etc.) for the purpose of conveying and/or receiving information.
- Calculates processes and inputs payroll on the county system for the purpose of ensuring accurate information for reporting/compliance purposes and/or maintaining an up-to-date reference and audit trail.
- Communicates with employees, medical providers, etc. for the purpose of processing worker's compensation claims in a timely and efficient manner.
- Distributes documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, COBRA, FLMA and retirement forms, identification cards, etc.) for the purpose of providing information and proof of insurance coverage/s.
- Maintains a wide variety of benefit information (e.g. provider contracts, claim files, employee records, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Maintains various fiscal information, files and records (e.g. payroll, employee attendance, history, withholding information, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or receiving information required to perform functions.
- Prepares a variety of reports (e.g. state and federal reports, benefit and wage statements, etc.) for the purpose of providing written support and/or conveying information to district personnel, local, county, state and/or federal agencies.
- Processes a variety of information (e.g. COBRA, FLMA and retirement benefits, eligibility, etc.) for the purpose of documenting and disseminating information to appropriate parties.
- Processes documentation for requests from outside agencies/parties (e.g. worker's compensation claims, retired and transitional employees; court ordered adjustments, job verifications, subpoena of payroll records, etc.) for the purpose of ensuring timely and accurate compliance with request.
- Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, health, FMLA, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.
- Resolves discrepancies with payroll and information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, step status, etc.) for the purpose of ensuring accuracy of records and employee payments.

- Responds to inquiries regarding various procedures and requirements (e.g. wage levies and garnishments, savings, contributions, direct deposits, worker's compensation issues, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Reviews contracts, regulations, legal releases for the purpose of ensuring compliance with district, local, county, state and federal requirements.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws as related to payroll and benefits; communicating with diverse groups; operating standard office equipment including utilizing pertinent software applications; planning and managing projects/programs; preparing and maintaining accurate records; and performing accounting/payroll procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: state and federal regulations regarding payroll management, workers compensation, and benefit entitlements (e.g. ADA, FMLA, CBRA, CFRA, PDLA, etc.)

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; being attentive to detail; meeting deadlines and schedules; working with constant interruptions; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-Employment Drug Screening
Pre-Employment Proficiency Test
Pre-Placement Physical Exam

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Not Evaluated

Approval Date

4/24/2002

Salary Grade

Clsfd 28