

PERSONNEL SPECIALIST - 1111

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate skilled clerical and technical work preparing and maintaining personnel, payroll and related records and files; does related work as required. Work is performed under the regular supervision of the Director of Finance.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing and processing personnel and payroll records and files; assisting employees with benefits enrollment and adjustments; preparing, maintaining and submitting various personnel related reports and documents.

Handles employment-related inquiries from applicants, employees and supervisors, referring complex and/or sensitive matters to the appropriate staff;

Maintains compliance with federal, state and local employment laws and regulations, and recommended best practices and reviews policies and practices to maintain compliance;

Maintains knowledge of trends, best practices, regulatory changes, and employment law;

Prepares and advertises vacant positions;

Receives and processes employment applications;

Prepares personnel records for new employees; develops and maintains computerized files;

Assists in managing various fringe benefit programs including presenting education sessions for employees and retirees when necessary;

Conducts new employee orientations;

Counsels employees and retirees on pension options and other post-employment benefits;

Prepares, updates and maintains payroll, benefit, employee and retiree files;

Prepares, processes and maintains payroll system, records and files;

Receives and processes timesheets; posts hours worked; prepares cash transfer requisition;

Generates, verifies accuracy and distributes payroll checks;

Prepares all journal entries for payroll processes;

Prepares payment authorizations for taxes and benefit deduction payments;

Prepares and files tax reports;

Assists with completion of employment and wage statements, W-2s and other forms;

Calculates retirement and life insurance costs for payroll purposes;

Processes personnel changes and status changes and updates records;

Prepares required reports on retirement, life insurance, employment statistics and related matters and forwards to appropriate agency in a timely manner;

Provides necessary information for employment verification and references;

Handles confidential personnel data in accordance with statutory requirements;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of payroll records, processes and procedures; General knowledge of personnel practices and procedures; general knowledge of regulations regarding the release of employee files; general knowledge of computer operations; ability to present ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with employees and the general public; skill in the use of office equipment; ability to apply established policies, practices and procedures.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in payroll and human resources work.