

MARQUETTE COUNTY JOB DESCRIPTION

POSITION: Human Resources / Payroll Manager

DEPARTMENT: Administration	JOB STATUS: Full Time
SUPERVISOR: Administrative Coordinator	PAY CLASSIFICATION:
APPROVED BY: Executive & Finance	DATE APPROVED:

SUMMARY: The Human Resources / Payroll Manager is responsible for the processing and payment of all payrolls, administering all benefits available to employees, maintaining records and personnel files, keeping current on rules and regulations pertaining to payroll and benefits, preparing and filing reports with the federal, state, and other parties as required. This position also handles insurance claims, assists with FMLA, union contracts and other personnel related issues including hiring and termination; and serves as the Administrative Assistant to the Administrative Coordinator.

QUALIFICATIONS

EDUCATION:

- Bachelors degree in human resources, business administration, or a related field.

EXPERIENCE / JOB KNOWLEDGE:

- A minimum of three years of experience in payroll, personnel, governmental accounting, or related field.
- Proficient in Microsoft Office computer skills such as word processing, spreadsheets, presentations, as well as other software packages, being able to input data with accuracy and speed.
- Ability to read, analyze, and interpret financial reports, government regulations, insurance policies, and legal documents.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain employee payroll records and reconcile deductions in order to ensure accurate, timely payments to all County employees.

- Keep abreast of changing laws, rules and regulations pertaining to wages, benefits and employee rights and ensure compliance.
- Prepare and file employee salary and benefit reports to comply with federal, state, audit, and union requirements.
- Process insurance enrollment and benefit forms, for new and current employees in order to meet deadlines and ensure employee benefits are administered correctly.
- Inform new and current employees of benefit changes to insure employees are properly notified.
- Reconcile monthly health and life insurance bills.
- Complete annual Worker's Compensation Audit.
- Receipt, account and reconcile payments and charges related to employee benefits in order to distribute charges to individual departments.
- Prepare forms including worker's compensation, automobile, liability and property insurance claims to ensure all County insurance claims are filed accurately.
- Lead the recruitment/hiring process including advertising vacancies, coordinating interviews, calling references, background checks, administering tests, and preparing applicant correspondence.
- Assist with the preparation of materials for meetings, including typing, collating, organizing and distributing reports and materials.
- Process and submit office vouchers for payment.
- Handles routine policy manual interpretation inquiries from staff.
- Participates in employee reclassification and classification evaluations.
- Monitors grievance procedures.
- Coordinates exit interviews.
- Assists with employee training activities.
- Serves as office manager in the absence of the County Administrative Coordinator.

RESPONSIBILITY

SUPERVISORY:

- Supervision over Accounting Specialist as payroll backup.
- Trains payroll backups and reviews their work.
- Reviews submitted timesheets and payroll data for accuracy.

ADMINISTRATIVE:

- Provides advice and guidance on payroll, benefit, and insurance issues to employees and management.
- Responsible for planning own work, setting deadlines, and budgeting time.
- Compiles all payroll and benefit costs for the County Annual Budget.
- Performs all duties with limited oversight.

PUBLIC / CUSTOMER RELATIONS:

- Performs orientation for new employees, explaining policies and benefit options; and answers questions and researches solutions for current employees and retirees, directing them to appropriate resources.
- Responds to general inquiries, requests, and complaints from the public, other departments, regulatory agencies, and employees in a courteous and respectful manner.
- Assists the Administrative Coordinator with office operations including answering the phone, receiving and directing visitors, scheduling appointments, preparing reports and correspondence, distributing meeting agendas, and communicating with public, employees and union representatives.

GOVERNMENT RELATIONS:

- Interacts with IRS, State Dept. of Revenue (DOR), Employee Trust Funds (ETF), Dept. of Workforce Development (DWD) for Unemployment, Dept. of Transportation (DOT) for drug testing, OSHA, Dept. of Labor (ERISA) and others on a regular basis.

SAFETY OF OTHERS:

- Responsible for own safe work habits and reporting potential safety concerns.

COMPLEXITY OF DUTIES AND IMPACT OF DECISIONS:

- Responsible for timeliness and accuracy of all County payrolls, deductions, benefits, and employee insurance payments.
- Responsible for accurate reporting of information and data to employees, general public, and regulatory agencies.
- Performs all duties with minimal direction and oversight.

WORKING CONDITIONS

ENVIRONMENTAL:

The normal work environment for this position will be an office setting. The noise level in the work environment is usually low. Exposure to bloodborne pathogens or other hazards for this position is considered low. Minimal travel may be required to attend meetings or training.

PHYSICAL DEMANDS / HAZARDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, and/or feel objects, tools, keyboards, or controls; reach with hands and arms; and talk, see, and hear. The employee is frequently required to sit, and occasionally required to stand, stoop, or kneel. Occasionally may be required to lift or move up to 30 pounds.