

Scott County Government

Position Description Form

Position: Job Title: Payroll Manager/ Benefits Specialist
Department Name: Human Resources
Supervisor Job Title: ---

Position Summary

Under general administrative direction, performs a variety of duties which directly relate to all aspects of the Personnel and Treasurers department. Work is performed in accordance with established governmental procedures, and within the framework of the General Statutes and Policies of the Fiscal Court, and under the general supervision of the County Judge and County Treasurer.

Duties and Responsibilities

- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits by providing records and documentation to auditors.
- Enters, maintains, and/or processes information in the payroll system; information may include employees' hourly rates, salaries, commissions, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Ensures proper processing of payroll deductions for taxes, benefits, and other deductions.
- Issues, or reissues, physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Records and processes federal and state payroll tax deposits.
- Ensures accuracy of all benefits enrollments in the payroll system to provide vendors with accurate eligibility information.
- Assists with new-hire orientations.
- Assists employees regarding benefits claim issues and plan changes.
- Distributes all benefits enrollment materials and determines eligibility.
- Enrolls employees with carriers and process life status changes.
- Responds to benefits inquires from managers and employees on plan provisions; benefits enrollments, status changes and other general inquires.

- Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability, and FMLA.
- Responds to retirement inquiries from managers and employees relating to enrollments, plan changes and contribution amounts. Manages the contribution enrollment and payments.
- Assists with open enrollment process.
- Provides necessary reports for allocation/billing charges.
- Administer various employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, retirement, and wellness benefits.
- Maintain employee benefits filing systems and ensure benefits changes are entered appropriately in payroll system for payroll deduction.
- Assist employees with health, dental, life and other related benefit claims.
- Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims, and costs. Resolve administrative problems with the carrier representatives.
- Administer COBRA
- Coordinator workers' compensation claims with third-party administrator. Follow up on claims.

Position Dimensions

Training and Experience:

- Graduation from high school or equivalent (G.E.D.)
- Two years work experience including one year in an administrative capacity

Special Knowledge, Skills, and Abilities:

- Knowledge of modern office practices, procedures, and equipment
- Knowledge of the functions of county government
- Ability to maintain confidentiality of employee information and a high level of integrity
- Ability to prepare reports, spreadsheets, databases and maintain records efficiently and accurately
- Ability to use courtesy and tact in dealing with the public
- Ability to establish and maintain effective working relationships with County officers, employees and the general public expressing ideas effectively, orally and in writing
- Resourcefulness, firmness, diplomacy, sound judgment and integrity

Technology:

- Computers, software, printers, copiers and related equipment is used on a continuous basis

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Dean, VP or Administrator
Signature _____ Date _____