



Job:	HR/Payroll Specialist	FLSA:	Non-Exempt
Dept.:	Human Resources	EEO-4 Code:	PARA
Reports to:	Human Resources Manager	Date:	11/2023
Supervises:	None		
Pay:	\$23.00/hr		

JOB SUMMARY

This position is responsible for assisting the Human Resources Manager with complex and specialized administrative tasks including compiling of payroll data and statistics to maintain records and for the calculation of payroll, reviews and records new hires, salary rates and changes affecting new wages such as exemptions, insurance coverage, direct deposits, etc. The Specialist will also engage with other lines of business on projects that affect the Defined Benefit products and services.

MAJOR DUTIES

1. Make corrections to exceptions in the time keeping system, (missing punches, etc.)
2. Process payroll and run checks on a bi-weekly basis.
3. Stuffs checks and distribute by department.
4. Processes new hires and rehires. This involves data entry of all required personal information on employees.
5. Process terminated employees as needed.
6. Process pay increases as required
7. Process and enter any miscellaneous employee deductions (levies, garnishments, tool deductions, etc.)
8. Monitors and maintains vacation and leave balances and accruals for employees.
9. Verifies and processes payment of vacation accrued for each pay period.
10. Administers health, dental, vision, life and other insurance programs.
11. Coordinates insurance enrollments at time of eligibility
12. Check billing for all insurance premiums.
13. Plan quarterly and annual performance review sessions
14. Inform employees about additional benefits they're eligible for (i.e., extra vacation days)
15. Update employee records with new hire information and/or changes in employment status
16. Assist with developing and implementing HR policies.
17. Support the Total Rewards – Pension and Benefit program with the ongoing design, enhancement, and implementation of pension plans and benefits.
18. Act as an expert related to employee benefits and pension plans by providing answers to questions employees and retirees and resolve escalated issues.
19. Coordinate with the pension plan administrators to provide all required data elements to complete Pension Adjustment calculations in a timely manner.

20. Process employees' questions and respond in a timely manner.
21. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Excellent verbal and written communications skills.
2. Excellent interpersonal and customer service skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
3. Excellent organizational skills and attention to detail.
4. Working understanding of human resources principles, practices, and procedures.
5. Excellent time management skills with a proven ability to meet deadlines.
6. Ability to function well in a high-paced and at times stressful environment.
7. Proficient with Microsoft Office Suite or related software.
8. Ability to maintain confidential information.
9. Ability to operate general office equipment.
10. Strong mathematical and analytical skills including ability to perform complex manual calculations.
11. Review and validate taxable benefits files and pensionable earnings for Defined Benefit Plans
12. Create a documentation library for all Benefits & Pensions processes, timelines, inventories, and participation trackers.

SUPERVISORY CONTROLS

The manager assigns work in terms of general instructions. The manager spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

GUIDELINES

Guidelines include Human Resources Standards of Practice, benefit program agreements, state and federal employment law, and city policies and procedures.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied human resources administrative support, payroll, and pension support.
- Customer service duties.
- Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide support for department operations. Success in this position contributes to the efficiency of those operations.

CONTACTS

- Contacts are typically with co-workers, grant recipients, key stakeholders, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.

- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required; Associate degree preferred.
- Two (2) or more years of related experience specifically in human resources/benefits, payroll and pension administration.
- ADP knowledge preferred but not required

*The City of Brunswick offers a competitive salary with an excellent benefit package.
The City of Brunswick is an Equal Opportunity and E-Verify employer.*

Employee's Signature

Date

Employee's name (Print)