

CLASSIFICATION SPECIFICATION

Campus Human Resources & Payroll Coordinator

FT/PT Class Code: 4110, 4610 Pay Grade: B/C 10 FLSA: Non-Exempt Est. 01/22/19

SUMMARY STATEMENT: An incumbent is responsible for payroll administration, including validation and submission of payroll for processing by the collegewide payroll department and for researching and resolving employee payroll issues at the campus. In addition, an incumbent processes human resources transactions in the areas of benefits and/or recruitment.

NATURE AND SCOPE:

An incumbent in this class typically reports to a technical or administrative supervisor. The incumbent coordinates human resources activities such as: payroll administration; benefits administration and employee onboarding; and recruitment. A significant aspect of the work is to work closely with the departments to coordinate, track, and facilitate the timely receipt of timesheets and any other necessary payroll-related documents; to maintain the confidentiality and integrity of the employee data, and to ensure all transactions are processed and reports are submitted within mandated time constraints and in accordance with College, State, and federal rules, policies, procedures, regulations, and guidelines. Typical contacts include: staff, faculty, administrators, other State agencies, and the public.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Responsible for full-time and part-time payroll administration, including validation and timely submission to the collegewide payroll department for processing. Works closely with departments to coordinate, track, and facilitate the timely receipt of timesheets and any other necessary payroll-related documents. Ensures human resources transactions are prepared, contain the proper documentation, and are reviewed for accuracy and compliance with applicable College, State, and federal rules, policies, procedures, regulations and guidelines. Prepares Personnel Data Forms for employee hires and subsequent updates to employee data.
2. Provides benefits administration, including onboarding of both full-time and part-time employees. Explains benefits programs to full-time employees regarding eligibility, options and requirements (e.g. insurance, pension, workers compensation, Family Medical Leave Act (FMLA), Short Term Disability, etc.).
3. Provides basic guidance to administrators, supervisors, and/or employees regarding the interpretation and application of College human resources policies, procedures, and rules. Consults with higher level human resources staff for issues that are outside a range of specified, acceptable procedures, standards, alternatives and technical practices.
4. Maintains employee files and records. Prepares routine and special reports for functions, such as unemployment insurance, worker's compensation, sick and annual leave, Affordable Care Act (ACA), applicant data and vacancy reports, human resources data requests for surveys, etc.

PRINCIPAL ACCOUNTABILITIES, cont'd:

5. Explains the recruitment process and job requirements to prospective employment applicants. May occasionally evaluate employment applications according to established criteria, schedule interviews, prepare interview documentation packets, serve on interview committees and facilitate the recruitment process for assigned positions. Represents the College at job fairs as assigned.
6. Serves on committees as assigned to recommend new and/or revise internal procedures and to implement policies established by management.
7. Develops, plans, and/or presents staff training and development activities, workshops, and seminars when assigned.
8. Oversees the work of technical and clerical staff when applicable.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the principles and practices of public human resources administration.
- ◇ Knowledge of college and campus rules, human resources policies, and procedures.
- ◇ Knowledge of standard office practices and procedures.
- ◇ Knowledge of mathematics.
- ◇ Proficient keyboarding, word processing, and spreadsheet software skills.
- ◇ Excellent interpersonal and communication skills.
- ◇ Ability to provide basic interpretation and application of College, State, and federal rules, policies, procedures, regulations, and guidelines.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Ability to research information and prepare reports.
- ◇ Ability to establish and maintain effective working relationships with College staff, faculty, administrators, and the public.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.