



Payroll/Benefits Coordinator

Reports to: Human Resources Director	Supervises: N/A
Department: Human Resources	Bargaining Unit: N/A
Salary Grade: B23	Fair Labor Standards Act Status: Non-Exempt

Position Overview

Under the direction of the Human Resources Director, the Payroll/Benefits Coordinator completes payroll processing and benefits administration for the county in accordance with laws, policies, and collective bargaining agreements. Duties include maintaining accurate payroll data for new and existing employees; coding and inputting timesheet data to the payroll system; training and educating supervisors and employees on time reporting and county-sponsored benefit programs; coordinating benefit open enrollment processes; communicating with benefit providers and third party administrators on behalf of the county and/or covered employees/retirees; ensuring compliance with COBRA and state benefit continuation laws and tracking payments received by individuals continuing benefits under the county plan; completing and submitting payroll and benefit reports, surveys, and employment/wage verifications on behalf of the county; preparing a payroll budget and costing out department annual and proposed staffing levels for use by county management and finance personnel; and representing the county on internal committees and external groups specific to payroll and/or benefits administration.

Essential Job Functions

The duties listed below are representative samples of those required in the position; actual assignments may vary, but would include tasks of a similar nature or level.

- 1) Completes payroll processing in accordance with state and federal laws, personnel policies, and collective bargaining agreements.**
 - a) Inputs new employees in the payroll system; sets up relevant deductions and benefit elections and updates existing spreadsheets.
 - b) Maintains accurate employment data including, but not limited to, contact information, wage, position, deduction, and withholding data for existing employees.
 - c) Generates payroll status change forms to route to supervisory personnel for upcoming employee wage and accrued benefit changes.
 - d) Reviews employee timesheets for accuracy and correct application of personnel policies/collective bargaining agreements; contacts appropriate personnel to remedy timesheet errors.
 - e) Codes and inputs timesheet data into the payroll system.

- f) Verifies the accuracy of information entered into the system through running payroll validation and calculation reports; notifies finance to complete check generation.
- g) Maintains timesheet files for all current and former employees in accordance with the county record retention schedule.
- h) Trains supervisory and managerial personnel on timesheets and time reporting as needed.

2) Coordinates the administration, enrollment, and reconciliation processes for county-sponsored benefit programs.

- a) Conducts annual open enrollment for health insurance and voluntary employee benefits.
 - Schedules group meetings with the insurance carriers and/or third party administrators (TPA).
 - Sends open enrollment materials to all eligible employees, retirees, and COBRA participants.
 - Collects enrollment materials from eligible individuals; inputs enrollment data electronically or forwards data appropriately to carrier/TPA.
 - Sets up payroll codes, updates spreadsheets, and changes employee deductions in the payroll system to reflect the elections made during open enrollment.
- b) Completes or arranges for benefit education for benefit eligible employees/retirees.
 - Conducts new hire orientation relative to the completion of payroll forms and benefit education/paperwork. Enrolls new employees in benefit programs in accordance with their elections and sets up deductions in the payroll system.
 - Regularly prepares and distributes educational/informational materials to employees regarding county-sponsored benefits and/or external benefit opportunities available through payroll deduction.
 - Contacts insurance carriers and/or TPA to arrange educational sessions/meetings for employees as needed.
- c) Maintains retiree database; tracks Medicare eligibility dates and sends out appropriate informational and enrollment paperwork upon retiree eligibility for Medicare.
- d) Coordinates the COBRA eligibility process; ensures compliance with COBRA laws by sending notices as required after a loss of coverage or other qualifying event.
- e) Responds to employee/retiree inquiries regarding benefit programs and acts as a liaison with insurance carriers and/or TPA as necessary; resolving questions, problems, complaints, claims, enrollments, and other benefit-related matters.
- f) Schedules and conducts exit interviews relevant to benefit continuation with employees leaving county employment; distributes COBRA and other required notices, explains the process of benefit continuation, and processes any continuation elections with carriers or TPA.
- g) Prepares billing notices and ensures the receipt of employee/retiree payments for insurance continuation through COBRA or other agreement in accordance with county policy; contacts delinquent payees to arrange for payment. Refers complex or chronically delinquent accounts to the Human Resources Director for follow up.

- h) Reconciles benefit deductions/payments the payroll and financial systems.
 - Verifies the accuracy of vendor benefit bills and remits approved bills to finance for payment.
 - Ensures that payroll benefit accounts balance with the Integrated Financial System (IFS).
 - Remedies benefit accounts that are out of balance; makes proper adjustments in the payroll system as necessary and/or instructs finance on journal entries (account line items and debits/credits) necessary to balance accounts in IFS.

3) Prepares, completes, and submits reports, forms, surveys, and other documents requiring benefit or payroll data.

- a) Completes and submits required state and federal reports for unemployment and payroll withholdings.
- b) Generates reports and files to submit to benefit providers including PERA, workers' compensation, and the administrator of the county's section 125 cafeteria plan.
- c) Prepares and distributes W2s in accordance with required timeframes.
- d) Prepares payroll billings for employees reimbursed through another entity; submits billings to finance for review and payment.
- e) Responds to requests for employee wage and earning verification.
- f) Participates in federal, state, and other relevant salary surveys.
- g) Prepares the pay equity and EEO-4 reports as required under state and federal laws and submits to the Human Resources Director for review/approval.
- h) Develops a payroll budget for use in countywide budget preparation and/or reporting purposes.
- i) Costs out departmental staffing levels based on current and proposed positions.
- j) Creates and distributes cost and labor distribution reports to county management and administrative personnel.

4) Actively represents the county and human resources department in relevant external groups and internal committees.

- a) Chairs the county Wellness Committee. Works with appropriate entities to secure and manage grant funding for wellness programs.
- b) Participates in local benefits groups/committees/cooperatives to maintain a current knowledge of benefit trends and benefit administration laws.
- c) Provides the county negotiations team with information and cost data relative to economic proposals as requested.

Minimum Job Requirements

Education/Licensure Requirements

Requires an Associate's degree in Accounting, Human Resources, or related field plus three years of experience in payroll processing, benefits administration, accounting, or as a human resources generalist or two years of experience in payroll processing, accounting, human resources, or benefits administration in the public sector; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge/Skills/Ability Requirements (upon entry)

- Knowledge of federal and state laws governing benefit administration and wage and hour practices.

- Knowledge of general office procedures, practices and work methods.
- Knowledge of mathematical principles.
- Knowledge of computer operation, office software/applications, and payroll and financial system software packages.
- Knowledge of computer reporting systems.
- Knowledge of labor unions and public sector labor laws.
- Knowledge of basic accounting principles.
- Skills in presenting information and in training staff at all levels of an organization.
- Skills in organizing information into a meaningful format.
- Skills in prioritizing work tasks and working under deadlines.
- Ability to accurately apply mathematical principles and to enter data into computer systems.
- Ability to compile and analyze facts and evidence in order to make sound recommendations.
- Ability to understand and apply federal, state, and county guidelines, rules, laws, or procedures in the generation and application of payroll or benefits.
- Ability to understand union contract provisions and language as it pertains to payroll or benefits.
- Ability to prepare comprehensive and concise reports.
- Ability to manage and maintain confidential personnel and management documents, reports, and information.
- Ability to use human relations skills to positively interact with and to work constructively with external benefit providers/administrators and county employees.
- Ability to work independently with minimal supervision and review.

Working Conditions

The physical demands described below are representative of those that must be met in order to successfully complete essential job functions. In compliance with the Americans with Disabilities Act, reasonable accommodations will be considered.

<i>Employee is required to</i>	<i>Infrequent/ Never</i>	<i>Occasional (1-33%)</i>	<i>Frequent (34-66%)</i>	<i>Continuous (67-100%)</i>
Lift/carry up to 10 lbs		✓		
Lift/carry up to 25 lbs	✓			
Lift/carry up to 50 lbs	✓			
Lift/carry over 50 lbs	✓			
Stand/walk		✓		
Sit			✓	
Kneel/squat/climb	✓			
Twist/bend		✓		
Drive	✓			
Reach above shoulder level	✓			

<i>Employee is required to</i>	<i>Infrequent/ Never</i>	<i>Occasional (1-33%)</i>	<i>Frequent (34-66%)</i>	<i>Continuous (67-100%)</i>
Oral communication (speaking and/or hearing)				✓
Hand Dexterity (keyboarding, use of tools, grasp, pinching)				✓

Hazardous Working Conditions: N/A

FOR NEW HIRES/EMPLOYEE SIGNATURE ONLY

I have read and understand the information contained within the job description.	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Employee Printed Name	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Employee Signature
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date	

Created: June 2012
 Last Revision: September 2012