

CITY OF HEMET

Class Code:

Date Adopted: 04/27/2021

Page 1 of 2

Date Created: 03/11/2021

PAYROLL/HUMAN RESOURCES SPECIALIST

Class specification are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, perform technical detailed accounting work in the preparation of payroll and provide support to human resource functions and services including classification, compensation, and benefits administration.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills, and other characteristics:

Monitor, maintain and verify the City's payroll processes; audit time sheets and related documents for accuracy; ensure payroll interface with the general ledger; oversee direct deposit and banking requirements; prepare reports and payments for taxes, benefits, deductions and wage assignments.

Maintain automated payroll system; maintain payroll records and files; prepare and generate quarterly and annual tax reports and W2's; comply with subpoenas, withholding orders and wage assignments.

Respond to questions or complaints from employees regarding payroll; reconcile payroll discrepancies; respond to employment verifications and salary inquiries.

Prepare employee census for benefit renewals and quotes; prepare analytical and statistical reports for labor negotiations, budget preparation and special projects; maintain knowledge of current laws and regulations governing payroll.

Administer and maintain benefit programs; assist employees with benefit questions; resolve problems with vendors; prepare documents for enrollment, changes and terminations; conduct new employee orientation; explain benefit programs; process necessary forms; conduct termination benefit interview providing COBRA, retirement and other options.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities:

Knowledge of payroll principles, practices and procedures; accounting practices and procedures; automated payroll systems; city, state and federal rules, regulations, laws and guidelines

governing payroll; City Memoranda of Understanding and the impact on payroll; standard office equipment, including a computer and related software.

Skill in reviewing and verifying financial payroll data; working with numbers and making mathematical calculations; analyzing data and preparing reports; preparing and maintaining accurate records; operation of standard office equipment, including a computer and related software; communicating effectively both orally and in writing; establishing and maintaining effective working relationships with other City employees and the public.

Education and/or Experience:

Graduation from high school supplemented by college level course work in accounting or a related field and two (2) years of experience involving bookkeeping, accounting or related record keeping, or an equivalent combination of education and experience.

Certification/License and/or Other Special Requirements:

Possession of a valid and appropriate California Driver's License and maintain a satisfactory driving record.