

CITY OF ORTING

JOB DESCRIPTION

Job Title: Human Resources & Payroll

Department: Finance

Reports to: Finance Director

Revision Date: 2/21/2024

Hourly Wage Range:

Closing Date:

SUMMARY DESCRIPTION

The Human Resources / Payroll is a full-time Federal Labor Standard Act non-exempt, non-Civil Service accounting position. A typical work week is Monday through Friday, 8am to 5pm with periodic attendance at weekend and evening meetings or events. The incumbent in this position is subject to a six (6) month probationary period.

Under the general supervision of the Finance Director the incumbent performs a variety of specialized accounting duties primarily to include Human Resource generalist and Payroll functions. The Human Resources & Payroll incumbent will have contact with City employees on a daily basis as well as some contact with the Mayor, City Administrator and the City Council members. Routine contacts may include citizens and local business people, school personnel, vendors, legal counsel and some state and county officials.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

1. Performs complex professional and some technical human resources functions independently and on a routine basis. Tasks include preparation of unique or original documents and correspondence, explaining policies and regulations to staff; employee benefit administration and performance evaluation scheduling and administration.
2. Maintains and retains personnel files in accordance with applicable legal requirements and ensure that all pertinent documents such as personnel action forms, offer letters, training certificates, incentive award letters are filed on a timely basis. Archives records based on state archive retention schedules. Assists with Accounts Payable as requested
3. Coordinates recruitment activities for all open positions
4. Assists in the development of job descriptions for new positions.
5. Creates and manages open position job postings (internal postings, city website and any community posting boards.)
6. Organizes and distributes incoming applications and resumes for potential candidates.
7. Conducts new employee orientation.
8. Conduct internal investigations of employee policy violation, including notification, interviews, reports and discipline recommendations.
9. Process industrial accident (L&I) claim forms and maintain files.

10. Monitor and document WA-PFML & FMLA use.
11. Assist department directors in creating and managing performance evaluation and improvement plans
12. Research and report on compensation comparables
13. Participates in labor relations activities as member of the City's negotiating team. Gathers and compiles pay and benefit information for use by City management during salary studies and labor negotiations. Provides contract administration and interpretation, provide employees and department heads with assistance on provisions of contracts and labor relations issues
14. Responds to salary surveys and other wage/benefit data requests from other agencies.
15. Operates as Civil Service Secretary for OPD Civil Service Commission (prepare agenda, minutes and attend monthly meetings.)
16. Track and maintain records for police department officer candidates and promotional candidates.
17. Organize and prepare for Civil Service Oral Boards and/or promotional testing as requested by Police Chief
18. Manages all aspects of the city's bi-monthly payroll
19. Prepares payroll warrants and processes benefit and deduction payments
20. Process payroll taxes both per pay period and quarterly, and year end W2 forms
21. Process payroll vendor reports and payments
22. Maintains a computer record of all department transactions, and generates a variety of financial reports based on this data.
23. Audits and reconciles payroll vendor accounts.
24. Performs routine office tasks as required
25. Performs computer data entry, word processing and produces excel spreadsheets as requested by the Finance Director
26. Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Knowledge of Washington State employment and leave laws.
- Advanced knowledge of Payroll processes and procedures
- Knowledge of Microsoft Word, Excel and Governmental accounting software
- Basic knowledge of the Washington State Auditor's Office BARS Manual

Ability to:

- Ability to work on multiple projects simultaneously in a fast-paced and challenging environment.
- Ability to follow projects to completion and meet deadlines.
- Ability to keep employee information confidential (position contingent on execution of a confidentiality agreement)
- Ability to communicate in person, in writing or over the phone with the public and other staff courteously and professionally
- Ability to follow directions carefully and to work independently
- Ability to produce handwritten documents.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training:

- High school diploma or GED is required and an Associate's degree or course work in accounting or Human Resources is preferred.

Experience:

- Two years of human resources experience
- Two years of payroll accounting experience
- Experience in customer service/public relations (*preferred*)
- Background in the use of standard office machines and equipment

License or Certification:

- SHRM-CP or HRCI-aPHR (*preferred*)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an office setting. Close and constant work with computers exposes the individual to normal emissions from the computer monitor and repetitive motion tasks. The work area can be noisy at times.

Physical: The employee performing the duties of Clerical II must be able to perform the bona fide occupational qualifications of the position with or without accommodation. If accommodation is required, the employee must specify how duties will be performed and what accommodation is required. The position may require sitting or standing for extended periods of time.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.