

Human Resources Specialist I



Position Description

Status

Full-Time, Nonexempt

Reports to

Human Resources Manager

Compensation

B22

Supervises

None

Bargaining Unit

N/A

Position Category

Specialist

Summary

This position, performs all duties for the payroll and taxes, files records and handles reporting and compliance functions. Benefit enrollment changes are also processed by this position in the HRIS system and with benefit vendors.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Reviews biweekly timesheets: ensures proper documentation, resolves discrepancies and provides explanation for pay calculations.
2. Prepares and processes biweekly payroll for County employees. Produces accurate and timely pay for employees.
3. Maintains and updates data in Human Resources Information System (HRIS); ensures accuracy in employee deduction and county benefit amounts.
4. Processes payroll generated benefit vendor invoices and payments.
5. Performs quarterly and annual balancing of the state, federal and FICA tax reports and files required reports. Prepares W-2's and other required reports.
6. Maintains compliance with federal and state regulations concerning employment.
7. Assists with maintaining the Human Resources Information System (HRIS), compiles reports & answers surveys, wage and employment verifications.
8. Remains current on federal and state regulations regarding payroll and ensures that the County payroll system is in compliance with all requirements especially the Fair Labor Standards Act (FLSA).
9. Performs other administrative functions & projects as assigned. Acts as backup for other Human Resources staff, as needed.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and other locations to perform necessary job duties.

Required Education and Experience

1. Bachelor's Degree in Human Resources, Business Administration, or related field. A combination of education and experience may be considered in lieu of degree.
2. Three (3) years of experience in Human Resources or Finance.
3. Valid Michigan Driver's license.

Preferred Education and Experience

1. PHR and/or SHRM-CP certification
2. Three (3) years of experience processing payroll.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____