

HUMBOLDT SENIOR RESOURCE CENTER

Job Description

JOB TITLE: Payroll & Benefits Specialist
DEPARTMENT: Administration
REPORTS TO: Director of Human Resources
FLSA STATUS: Non-Exempt/Hourly
APPROVED: **May 2022**

JOB SUMMARY: The Payroll & Benefits Specialist oversees and performs a range of various professional, administrative, and confidential support and routine functions of the Human Resources (HR) department including, but not limited to: payroll administration, benefits administration, leave administration, and records management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supports the administration of day-to-day operations of the HR department by carrying out responsibilities in the following areas:

1. Payroll

- Ensures timely and accurate processing of employee timesheets and payroll including payroll tax deposits, benefits and retirement deferrals, W-2 processing, worker's compensation billing, etc.
- Establishes and maintains payroll records in appropriate payroll and personnel systems using a working knowledge of tax code, labor law, and agency policies and procedures.
- Applies appropriate system codes for accurate processing of payroll and benefit issuance.
- Receives timesheet records from agency departments and reviews for completeness and accuracy. Verifies compliance with payroll procedures as well as other applicable enforcement such as agency policies and procedures, the Fair Labor Standards Act (FLSA), California labor law, wage order(s), etc. Consults with the Directors of Finance and Human Resources as well as agency departments as needed.
- Completes specialized and advanced payroll and benefits tasks such as wage garnishments, processing of health insurance premiums from employees on extended leave, integration of state disability insurance payments with employee benefit time, etc.
- Prepares a variety of specialized payroll reports and documentation on a scheduled or as needed basis.
- Completes requests from outside entities related to verifying income and employment status.
- Researches employee data and responds to requests for service history, salary, and related information.

2. Benefits Administration

- Conducts benefits orientation meetings and enrollment of new employees in benefits plans.

- Coordinates annual open enrollment process, including preparing, distributing, and receiving materials and forms.
- Handles employee benefits inquiries to ensure a quick, equitable, and courteous resolution.
- Processes employee benefits enrollments within required time limits to meet payroll deadlines.
- Reviews benefits invoices for accuracy and processes for payment.
- Prepares COBRA documentation for employees where applicable; collects and processes COBRA paperwork and payment.
- Processes retirement benefit requests including changes to contributions, withdrawal requests, rollover requests, and match contributions.
- Create and send out a monthly benefit spotlight to all staff to continue the process of employee benefit education.
- Work with Assistant Director of Finance to balance employee benefits monthly to ensure deductions match enrollments and balance to the general ledger.

3. Leave Administration

- Communicates with employees regarding the leave of absence process and provides employees with directions to complete requests through our third-party leave administrator.
- Discusses with employees how leave will affect their benefits and options regarding compensation while on leaving, including paid time off and California State Disability Insurance.
- Works collaboratively with third-party leave administrator to determine eligibility for various state and federal leave including FMLA, CFRA, PDL, ADA and Temporary disability leave according to established guidelines.
- Follows up with employees to ensure they provide required documentation such as medical and return-to-work certification.
- Communicates with department/program supervisors regarding leave timeline.
- Works with employees to collect missing payments on employee share of benefits where applicable.

4. Safety and Worker's Compensation Administration

- Acts as member of the Safety Committee and assists Safety Officer as needed.
- Processes and distributes incident reports and worker's compensation claims paperwork to appropriate persons including: CEO, Director of HR, Safety Officer, and Claims Adjuster.
- Provides Worker's Compensation Claims Adjuster with updates and requested documents.
- Follows up with employee throughout claim's process to ensure they are getting treatment in a timely manner.
- Facilitate the return-to-work or modified duty program.

- Provide Ergonomic Assessments to employees and provide their supervisor with an Ergonomic report with suggestions to modify workstations as needed to promote overall safety and wellness.
- Send out monthly safety topics and tips to all staff.
- Maintains required OSHA logs and reporting for the agency.

5. Employee Relations

- Establishes and maintains effective working relationships with those contacted in the course of work.
- Uses sound judgement to interpret and apply agency policies and procedures.
- Provides resources and information to employees of the agency as requested by the Director of Human Resources.
- Participates in agency committees as applicable. Represents the HR department in applicable meetings and attends community functions as necessary or requested by the Director of Human Resources.
- Coordinates meetings and other arrangements for the Director of Human Resources as requested.
- Acts in a manner consistent with agency values.

6. General Operations

- Assists with the development and implementation of programs, procedures, and guidelines to align the HR department with agency goals.
- Processes incoming mail, including the HR department's email address. Files and responds to inquiries as applicable.
- Creates and distributes various documents and correspondence as requested by the HR team.
- Reviews forms, documents, and other finished materials for completeness, accuracy, format, and compliance.
- Works on special projects, and other duties, as assigned.

7. Record Keeping & Compliance

- Maintains current familiarity with various labor laws and regulations pertaining to employment, including, but not limited to, the Equal Employment Opportunity Commission (EEOC), California Labor Code, the Fair Labor Standards Act (FLSA), Title VII of the Civil Rights Act, California Fair Employment Housing Act (FEHA), as well as Americans with Disabilities Act (ADA).
- Creates and maintains personnel files and the HR department's general filing system in accordance with record retention requirements. Responds to requests for info from personnel files. Maintains file tracking for required documentation ensuring compliance with regulations.
- Performs various file/record audits to ensure that all required documentation is collected and maintained.

- Maintains tracking systems for open enrollment, including distribution and collection of applicable documents.

EDUCATION &/or EXPERIENCE:

1. High school diploma or GED equivalent required. Additional education in a related discipline is preferred.
2. Minimum of two (2) years of experience in Human Resources, Payroll, Benefits or related field required.

LICENSES OR CERTIFICATES:

1. Valid California Driver's License, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements, and that can be used for the applicable job functions noted above.
2. HR Certification Institute Professional of Human Resources (HRCI-PHR) or Society of Human Resources Management Certified Professional (SHRM-CP) preferred.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check.
2. Requires Motor Vehicle Report verification.

JOB SKILLS/KNOWLEDGE:

1. Understanding of principles and practices of payroll, benefits, and leave administration.
2. Ability to effectively read and interpret information, present numerical data resourcefully, and skillfully gather and analyze information.
3. Basic recordkeeping skills and ability to maintain accurate files and records.
4. Ability to prepare comprehensive reports, forms, correspondence, and other written materials.
5. Ability to interpret and comply with state and federal law, and program requirements, regulations, and contracts.
6. Ability to learn quickly and work in a constantly changing environment with individuals of various backgrounds and abilities.
7. Ability to be self-directed, work independently, and to self-monitor with limited direction.
8. Ability to communicate clearly and concisely, both written and orally, with co-workers, community members and in presentations and/or meetings.
9. Ability to prioritize tasks, manage time effectively, and meet deadlines without reminders.
10. Excellent interpersonal and social interactions that demonstrate ability to work well as part of a team and contribute to effective work relationships.
11. Demonstrates good judgment, positive attitude, resourcefulness, flexibility, attention to detail, and problem-solving skills.
12. Ability to act with integrity, professionalism, and confidentiality.
13. Ability to maintain excellent attendance and punctuality.

14. Ability to keep immediate and surrounding work area neat and organized in a manner consistent with a professional administrative environment.
15. Ability to be dependable, follow instructions, respond to management direction, and improve performance through feedback.
16. Proficiency in Microsoft Office, including Word, Excel, PowerPoint, Outlook, and relevant computer programs and software (e.g. HRIS software).

SUPERVISORY REQUIREMENTS:

1. This position has no supervisory requirements.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs.				X		Reach over shoulder			X		
11-20 lbs.			X			Reach over head			X		
21-50 lbs.		X				Reach outward				X	
51-100 lbs.	X					Climb	X				
Over 100 lbs.	X					Crawl		X			
						Kneel		X			
<i>Pushing/Pulling</i>						Squat		X			
Under 10 lbs.			X			Sit					X
11-20 lbs.			X			Walk-Normal Surfaces				X	
21-50 lbs.		X				Walk-Uneven Surfaces			X		
51-100 lbs.	X					Walk-Slippery Surfaces		X			
Over 100 lbs.	X					Stand			X		
<i>Other</i>						<i>Driving</i>		X			
Keyboard/Ten Key					X						
Fingering (Fine dexterity)					X						
Handling (grasping, holding)				X							
Repetitive Motion-Hands					X						
Repetitive Motion-Feet		X									

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.

Employee Signature

Date