North Central
Regional Transit District

Job Description

Title: Payroll & HR Clerk  Code: 125
Division: Executive  Effective Date: 04/19
Department: Administration  Last Revised: 02/20
FLSA Status: Non-Exempt

GENERAL PURPOSE

Performs administrative support and complex clerical duties as needed to expedite the day-to-day human resources operations and functions related to recruitment, selection, employee assistance, compensation, wellness, benefits and HR system maintenance. This position will also manage payroll activities and will include running payroll on a bi-weekly basis.

SUPERVISION RECEIVED

Works under the general supervision of the Human Resource Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

**Human Resources**: Assists with all aspects of the district Human Resource Management functions; monitors compliance with personnel policies; performs day-to-day personnel file management; assures completeness and confidentiality of HR records.

Assists to coordinate district recruitment and selection processes; initiates formal recruitments for vacant and created positions; performs pre-employment testing.

Conducts new staff orientations; oversees, assists with ongoing mandatory staff training, i.e., code of conduct, sexual harassment, accident reporting, drugs in the workplace, conflict of interest, etc.; provides assistance to supervisors.

Assists employees to resolve work related problems; may be required to develop working relationships with community professionals as needed to secure special employee assistance.

Assists with benefit administration; distributes written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off and special employer sponsored activities; researches changes in IRS rules and regulations affecting district benefit operations and programs.

Assists to conduct internal and external studies to assure pay equity and market competitiveness; monitors leave practices, overtime practices, etc.; monitors employee pay progression based upon established policy and practice.

Assists with the preparation of employee separation notices and related documentation and may conduct exit interviews to determine reasons behind separations.

Participates in district efforts to maintain a drug-free workplace; promotes drug free lifestyles to assure employee, co-worker and general public safety; coordinates and assists with employment pre-offer and post-offer drug screenings; assists to monitor random drug testing of workforce to assure compliance with ordinance and various state and federal regulations.

**Workers Compensation**: Assists with the timely submission of on-the-job accidents and incident reports; may conduct initial investigation into reported accidents.
Assists with the processing of worker's compensation claims; may monitor number, type and cost of claims; may perform employee follow-up to schedule timely return of worker to the job; assists to prepare reports and submits to Workers Compensation insurance carrier as required.

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

1. **Education and Experience:**
   
   A. Graduation from college with a Associates or Bachelor’s degree in human resource management, public administration, business administration or a related field;

   AND

   B. Three (3) years’ experience to demonstrate an aptitude and ability to perform above and related duties;

   OR

   B. Equivalent combination of education and experience;

2. **Some knowledge of** human resource management theory, methods, and practices; the legal environment related to human resource management, i.e., FLSA, FLMA, ADA, EEO, COBRA, etc.; benefit, retirement, and compensation laws and guidelines; employee classification, compensation and benefits, recruitment, selection, training, and labor relations; departmental operations including applicable laws and regulations; federal and state laws as they apply to human resource management practices; benefit programs, state and federal, i.e., FSA's, HSA's, pension options, etc.; basic computer operation. Prior payroll experience a plus!

   **Some skill** in the art of diplomacy and cooperative problem solving; skill in the operation of PC Computer, related software, calculator, fax machine, copy machine, telephone.

   **Ability to** communicate effectively, verbally and in writing; prepare and analyze comprehensive reports; maintain quality work production while dealing with deadline pressures imposed from within and without the division; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

3. **Special Qualifications:**

   None.

4. **Work Environment:**

   Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

5. **Professional Standards:**

   At North Central Regional Transportation District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors. We believe that the following Professional Standards are crucial for you to embody if we are going to be a match as employer and employee.

   In addition to being competent in the essential functions outlined above and minimum qualifications outlined above, you have an important professional role to play in NCRTD. To fill that role, you are expected to practice and exhibit the following attitudes and behaviors while at work.

   - Remain a professional, balanced, respectful, problem-solver, even under stress or when out of your comfort zone.
• Demonstrate trustworthy behavior and speech (personal integrity and professional competence, do what you say you will do, be dependable, be accountable, act as a contributing member of our professional team).

• Show respect for coworkers and customers (be attentive, recognize others’ contributions and concerns, maintain the dignity of all people, empathize, honor differences, build rapport when possible and forgiveness where necessary).

• Keep a positive, “can do” attitude toward tasks, coworkers, management and customers.

• Communicate coherently (listen to understand, speak to be understood, no blaming, ask questions).

• Demonstrate flexibility in the face of changes and new ideas (understand why changes are being made, ask questions about them when necessary, give them a chance and offer feedback where appropriate).

• Be a steward (1) of our organization’s resources (avoid waste, suggest cost saving ideas, take care of things by keeping them clean and the area safe); and (2) of your personal career (identify one or two areas of growth, learning or certification to pursue every year).

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Approved by Executive Director: __________________________ Date __________________________