

# JEFFERSON TRANSIT AUTHORITY

## Position Description

**POSITION TITLE:** Human Resource & Payroll/Benefits Administrator

**SUPERVISOR:** Finance Manager

**SCOPE OF RESPONSIBILITY:** This position is responsible for administering, under supervision, the agency's human resource functions including but not limited to payroll processing, employee benefit management and employee records management. Required skills include working knowledge of the listed essential functions and the ability to work in an orderly and efficient approach to assigned responsibilities. Work is performed with some independent judgment with assistance and review, as appropriate, by the supervisor. High standards of professionalism and public presentation shall be expected at all times. Responsibilities also include payroll accounting functions and other duties as assigned.

### **ESSENTIAL FUNCTIONS:**

- Responsible for payroll processing including adjusting wages as required by contractual obligations and pay adjustment forms, maintain and process leave adjustments as required and contact with management and staff as required.
- Responsible for benefit related reconciliations (ex. general leave, health insurance deductions, and other payroll deductions).
- Responsible for maintaining human resource database including employee benefit activities and payroll deductions.
- Prepare provider payment requests including applicable worksheets and maintain provider accounts including contact with providers and employees to balance accounts.
- Monthly and quarterly reporting as necessary including but not limited to Employment Security (UI), Labor & Industries (L&I) and State Retirement System (PERS).
- COBRA related administration including database management, tracking and compliance.
- Human resources activities as assigned, which may include obtaining MVR and criminal history reports, processing confidential employee records, processing drug and alcohol tests and assisting employees with related information.
- Oversee the agency's human resource function including but not limited to the hiring process, employee records and disciplinary and termination issues.
- Responsible for administering the agency's Drug and Alcohol program; including acting as agency DAPM/DER.
- Responsible for, under the guidance of the Finance Manager, the development and overall administration of the annual finance and human resource budget, goals and objectives
- Provide accurate information to the public regarding Jefferson Transit services in a courteous manner.
- Provide new Jefferson Transit employees with an overall orientation including benefits and policy overview.
- Conduct exit interview for exiting employees and perform final Jefferson Transit property audit and verify that all Transit property has been returned.
- Participate in setting work level expectations, goals and objectives, including development of annual objectives for the position and bringing them to completion.
- Participate as a Finance/Administration Department team member to accomplish all of the department objectives.

- Perform other related duties as assigned and required.
- Assist other Jefferson Transit staff as needed.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Minimum of two years human resource, payroll and benefits experience.
- SHRM Certified Professional (SHRM) certification preferred.
- Practical understanding of public agency accounting and statutory regulations.
- Ability to make decisions and work independently.
- **Demonstrated commitment to customer service.**
- Knowledge and experience with all Microsoft Office or related programs. Intermediate skill level in Excel preferred.
- Knowledge of and experience with accounting software and other programs as necessary.
- Ability to obtain a Washington State driver's license.
- Experience with Paychex preferred.
- Ability to communicate effectively and concisely, both orally and in writing, with the public and all staff.
- Ability to work with minimum supervision and as a team member in a cooperative and productive manner.
- Ability to read a variety of materials including general mail, invoices, statements, identification, regulations, and other printed or handwritten material.
- Demonstrated ability to implement and maintain effective office procedures with strong organizational and interpersonal skills.
- Demonstrated ability to utilize office equipment, such as a computer, calculator, copier and multi-line phone/voicemail/intercom system efficiently and accurately.
- Demonstrated proficiency with all Microsoft Office or related programs. Proven experience with learning new software.
- Ability to work effectively with the public, management staff, fellow employees and other agencies, conveying accurate information and remaining professional and courteous with customers and with staff at all times.
- Ability to work effectively in a union environment.
- Ability to maintain regular office hours and an excellent attendance record.

## **SPECIAL REQUIREMENTS**

- Must pass a pre-employment substance abuse test as a condition of employment. This position is not considered safety-sensitive, as defined by the Federal Transit Administration (FTA), thus it is not subject to random drug and alcohol testing. However, under the authority of Jefferson Transit's Substance Abuse Policy and Drug & Alcohol Testing Program, this position is subject to all other types of substance abuse tests as described in the policy.
- Must pass an employment physical functions test to be certified for the position and must maintain a physical condition that, either with or without accommodation, allows completion of all essential duties.
- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.

Full-time position (40 hours) during normal business times. Hours may vary according to work schedules and tasks to be accomplished; evening and weekend work may be necessary at times to accomplish the duties of the position as determined by the immediate supervisor.

**SALARY & BENEFITS**

Wage is based on the agency's Non-Represented Staff Policy; six months introductory period; annual salary increases based on merit evaluation and cost of living adjustments are at the discretion of the General Manager. Benefits package effective after first full month, including medical, dental, vision, life, retirement and general leave. Supplementary benefits are available at the employee's expense.

**This is an exempt position, as defined by the Fair Labor Standards Act (FLSA).**

**PHYSICAL DEMANDS:**

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

<b>Sitting:</b>	Continuously, sitting at a desk, table, or computer stand
<b>Standing/Walking:</b>	Occasionally, standing at copier and walking to other offices
<b>Driving:</b>	Occasionally, doing errands and attending meetings
<b>Lifting/Carrying:</b>	Occasionally, up to 35 pounds for carrying supplies and cash receipts
<b>Bending/Squatting/Kneeling:</b>	Occasionally, while filing and emptying fare boxes
<b>Pushing/Pulling:</b>	Occasionally, using file drawers
<b>Twisting:</b>	Occasionally, when turning to respond to another person and while driving
<b>Reaching:</b>	Occasionally, above head to lift items off shelves
<b>Talking:</b>	Occasionally, communicating in person and on telephone
<b>Hearing:</b>	Occasionally, in person and on telephone
<b>Wrist/Finger Movement:</b>	Occasionally, for keyboard, calculator, filing, and telephone

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.*

*Jefferson Transit is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status or any other basis prohibited by federal, state or local law. Please let Jefferson Transit know if you need accommodation in order to participate in the application process.*