



63 4 Corners Road, Port Townsend, WA 98368

November 18, 2021

Dear Applicant:

Thank you for your interest in Human Resource & Payroll/Benefits Administrator position at Jefferson Transit. This is professional position, FLSA full time exempt, responsible for day to day administering of human resource and complete payroll and benefits functions for Jefferson Transit Authority. Payroll includes processing for shift work and applying provisions of a collective bargaining agreement. Management of Jefferson Transit is looking for a self-motivated, self-directed individual who is up to the challenge of administering all the components of Human Resource, Payroll and Benefits functions. Applicant must be a team player with attention to detail and a commitment to excellence.

Minimum Requirements:

- 2 years Human Resource, Payroll, Benefits experience
- Ability to establish and maintain professional relationships with staff of all levels.
- Working knowledge of word processing, database, spreadsheet, e-mail and internet skills.
- Ability to plan and establish priorities, organize and complete varied and complex tasks, efficiently manage multiple detailed tasks with numerous interruptions.
- Excellent verbal and written communication skills.
- Sound judgment and discretion in performing work assignments and maintain confidentiality.

Preferred:

- College level Finance, Accounting, or related coursework.

Application instructions are on the next page.

Customer Service (360) 385-4777 Administrative Offices (360) 385-3020

www.jeffersontransit.com

All interested parties must provide the following information prior to the deadline of **12 Noon on Friday, December 3, 2021:**

- A Cover letter providing details on relevant experience to duties described in the job description.
- A resume
- A completed and signed Jefferson Transit Application
- Three professional references (excluding relatives and/or household members)
- (Optional): Affirmative Action Questionnaire for Applicants

The above material must be submitted to:

Deb Palmer, Human Resources
dpalmer@jeffersontransit.com
Jefferson Transit
63 4 Corners Road
Port Townsend, WA 98368

Included in this packet for your reference:

- Human Resource & Payroll/Benefits Administrator Job Description
- Employee Benefits Summary

Additional information about Jefferson Transit can be found at our web site:
<http://jeffersontransit.com/about/employment-opportunities/>.

Additional information about Jefferson County, Washington and Port Townsend, Washington can be found at these respective web sites: www.co.jefferson.wa.us and [PTguide - City Guide to Port Townsend, WA - Home | Facebook](#).

Sincerely,

Jefferson Transit

Jefferson Transit Authority 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, sexual orientation, or any other basis prohibited by federal, state, or local law. Please let Jefferson Transit Authority know if you need accommodations in order to participate in the application process.

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Available Benefits through Jefferson Transit

Human Resources/Payroll/Benefits Administrator

Pay:

Annual Salary starts at:
\$52,258 / year
(overtime exempt)

Work Schedule:

Mondays through Fridays
8:00 a.m. – 5:00 p.m. with 1 hour lunch break *

* Occasional after hours and/or weekend work

Benefits:

- 👉 Washington State Department of Retirement Systems
 - Public Employees Retirement System (PERS)
 - Deferred Compensation Program (DCP) – employee only contributions
- 👉 Medical, Dental and Vision coverage (Employee co-pay \$88.48/mo)
Optional family coverage – employee share 35% of premium
- 👉 Paid leave, up to 200 hours (accrued on hours worked)
(Must work six months before using)
- 👉 9 paid holidays, plus two personal holidays per year
(Mandatory all-staff 3rd Monday of January –Martin Luther King holiday)
- 👉 HRA VEBA (health savings account for qualifying medical expenses)
\$19 per payroll deducted
- 👉 Pacific Source HRA (somewhat similar to above) – JTA pays
(Plan pays for qualifying medical expenses up to \$500/year after eligibility)
- 👉 35K Life Insurance Coverage + \$5,000 Accidental Death & Dismemberment
Additional coverage available – employee pays the cost of the increased coverage
- 👉 Additional insurance options through Colonial Life
- 👉 Long Term Disability
- 👉 Employee Assistance Program (EAP)
- 👉 Wellness Program – reimbursements up to \$300/year

APPLICATION OF EMPLOYMENT

Jefferson Transit Authority
63 4 Corners Road
Port Townsend, WA 98368
(360) 385-3020 Ext. 119



Jefferson Transit is an Equal Employment Opportunity Employer

It is the policy of Jefferson Transit to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

The policy is available upon request or on Jefferson Transit's the web site.

Jefferson Transit is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the hiring process, contact us at least ten days in advance.

Contact: Deb Palmer, EEO Officer for accommodation, information or copy of the policy.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Current Address: _____

Street and Apt. # _____ City _____ State _____ Zip Code _____

Permanent Address (if different from above): _____

Street and Apt. # _____ City _____ State _____ Zip Code _____

Telephone: _____ E-mail: _____

Driver's License #: _____ State: _____

Do you have a Commercial Driver's License (CDL)?
 Yes No

If you answered yes, please list your endorsements: _____

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:
 Yes No

If applicable, please list your visa type, visa number and expiration: _____

Have you ever served in the U.S. Military? Yes No
If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____

Special Honors: _____

EMPLOYMENT HISTORY

You must report all previous employment for the past ten years

Present or Most Recent Employer

Employer: _____ Address: _____
Phone: _____ City/State: _____
Your Position: _____ Dates of Employment: _____ to _____
Reason for Leaving: _____ May we contact? Yes No
Supervisory Responsibility? Yes No If yes, the number of employees supervised: _____
Supervisor: _____ Phone: _____
Name Title
Duties: _____

Prior Employer

Employer: _____ Address: _____
Phone: _____ City/State: _____
Your Position: _____ Dates of Employment: _____ to _____
Reason for Leaving: _____ May we contact? Yes No
Supervisory Responsibility? Yes No If yes, the number of employees supervised: _____
Supervisor: _____ Phone: _____
Name Title
Duties: _____

Prior Employer

Employer: _____ Address: _____
Phone: _____ City/State: _____
Your Position: _____ Dates of Employment: _____ to _____
Reason for Leaving: _____ May we contact? Yes No
Supervisory Responsibility? Yes No If yes, the number of employees supervised: _____
Supervisor: _____ Phone: _____
Name Title
Duties: _____

You must report all previous employment for the past ten years

Attach additional sheets if needed.

EMPLOYMENT HISTORY-continued

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Dates of Employment: _____ to _____

Reason for Leaving: _____ May we contact? Yes No

Supervisory Responsibility? Yes No If yes, the number of employees supervised: _____

Supervisor: _____ Phone: _____
Name Title

Duties: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Dates of Employment: _____ to _____

Reason for Leaving: _____ May we contact? Yes No

Supervisor: _____ Phone: _____

Supervisory Responsibility? Yes No If yes, the number of employees supervised: _____
Name Title

Duties: _____

You must report all previous employment for the past ten years

Do you have any gaps in your employment in the last ten years?

Yes No If so, please explain:

EDUCATION

High School

Name and Location

Did you graduate? Yes No

If you did not graduate, did you receive your GED? Yes No

Special honors or awards: _____

Technical or Vocational School

Name and Location

Did you graduate? Yes No Attended from _____ to _____.

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____

College or University

Name and Location

Did you graduate? Yes No Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

POSITION INFORMATION

Position Specifications

What hours are you willing to work? _____

Would you be able to work weekends? Yes No

Are you willing to travel for the job? Yes No

When would you be able to start? _____

Desired salary: _____ per _____

Skills

Please describe any skills you have in the following areas:

Computer:

Languages Spoken (other than English):

Other:

I hereby certify that my answers and assertions set forth in this application and supplemental questions are true and complete to the best of my knowledge. I understand that any misrepresentation or material omission of fact on this or any other document required by Jefferson Transit on this application may constitute grounds for rejection, or if employed by Jefferson Transit, for disciplinary measure, including dismissal.

I hereby authorize Jefferson Transit to investigate any aspect of my prior educational and employment history and criminal record.

Furthermore I understand that if I am hired, employment with Jefferson Transit is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law. (Non-represented positions only.)

I also acknowledge that if the position which I am applying includes duties requiring a valid driver's license with a good record. I will be asked to provide a record, at my expense, if my application is advanced in the review and screening process.

I also acknowledge that Jefferson Transit is a Drug Free workplace and that any offer of employment is contingent upon submitting to a pre-employment drug and alcohol test. In addition, if the job I am applying for is safety sensitive, I acknowledge that I may be selected for random drug and alcohol testing in accordance with all applicable FTA regulations.

Signature: _____ **Date** _____

Jefferson Transit complies with the Employee Polygraph Protection Act.

An employee or prospective employee must be given a written notice explaining the employee's or prospective employee's rights and the limitations imposed, such as prohibited areas of questioning and restriction on the use of test results. Among other rights, an employee or prospective employee may refuse to take a test, terminate a test at any time, or decline to take a test if he/she suffers from a medical condition. The results of a test alone cannot be disclosed to anyone other than the employer or employee/prospective employee without their consent or, pursuant to court order, to a court, government agency, arbitrator or mediator.

Do not write below, for office use only:
Date & Time Received: _____



HUMAN RESOURCES/PAYROLL/BENEFITS SUPPLEMENTAL QUESTIONNAIRE

Name _____

Answer the following questions, using as many pages as you need, and include it/them with your application materials. Be sure your name is on each page.

1. What about this job appeals to you?

2. Describe your education and any position related certifications or credentials:

3. Do you have experience and the amount of time specifically in human resources functions?

(Hint: Review the job description)

Yes No If yes, please briefly describe each element you have experience with:

~continued on next page~

4. Do you have experience and the amount of time specifically in payroll functions?

(Hint: Review the job description)

Yes No If yes, please briefly describe each element you have experience with:

5. Do you have experience and the amount of time specifically in managing employee benefits?
Include if the experience was in a governmental and/or private sector operations.

Yes No If yes, please briefly describe each element you have experience with:

6. What is your work experience in accounting related work?

Name: _____

7. Do you have experience using spreadsheets such as Excel (please also check the level).

- Advanced (such as create/edit macros, pivot tables, charts)
- Intermediate (such as create/manage multiple spreadsheets, formulas, linking)
- Beginner (basic spreadsheet and formulas)
- No experience

___Yes ___No If yes, please briefly describe:

8. Do you have experience using spreadsheets such as Word (please also check the level).

- Advanced (create forms, templates, mail merge, macros)
- Intermediate (create tables, charts, headers/footers)
- Beginner (create/format/print documents, spell check)
- No experience

___Yes ___No If yes, please briefly describe:

9. Do you have work experience working with and applying provisions of labor contracts such as collective bargaining agreement(s)?

___Yes ___No If yes, please briefly describe:

10. Do you have work experience working with, managing and/or reporting for a drug and alcohol testing program?

___Yes ___No If yes, please briefly describe your role and level of responsibility:

Name: _____

11. Describe your experience in working effectively with the public, management staff and coworkers.

12. Please provide us with additional skills, training and/or abilities relevant this job:

I certify that the statements made by me on the application and supplemental questions are, to the best of my knowledge, true, complete and correct. I understand that any misrepresentation or material omission of fact on this or any other document required by Jefferson Transit may constitute grounds for rejection, or if employed by Jefferson Transit, for disciplinary measures, including dismissal.

_____/_____
Signature Date Signed

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

- Graduation from high school or equivalent.
- 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%)

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