

ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title:	Human Resources/Payroll Specialist		
Department:	Administration		
Location:	Central Point, OR		
Reports to:	Human Resources Manager	Travel Required:	Minimal Local
Last updated:	11/22/2021	Classification:	10
Direct Reports: None	Type of position:	Hours: 40 hours / week	
	Full-time Part-time	Exempt	
	Temporary On-Call	Non-exempt	
	Contractor Intern		

GENERAL DESCRIPTION

Under the direction of the Human Resources Manager provides technical human resources and finance support including employee recruitment and selection, benefits administration, HRIS data maintenance, classification and compensation analyses, payroll processing, reporting, and data analysis, monitoring of adherence to employment regulations and organization personnel policies, and processing of reported leave and safety issues. Provides exceptional customer service support to employees and general administrative support for the organization.

ESSENTIAL JOB FUNCTIONS

1. Processes and reconciles payroll, payroll taxes, wage garnishments, and other payroll-related information and data, including bank transfers and journal vouchers for RVCOG and member jurisdictions with agreements for services. Prepares and processes payroll reports and quarterly and annual tax filings; completes employment verification forms and garnishment responses.
2. Reviews timesheets, accruals, wage computation, and other information to detect and reconcile payroll discrepancies.
3. Administers employee benefit programs in accordance with state and federal regulations, including medical, dental, and vision insurance plans, 401(a) and 457(b) retirement plans, cafeteria and HRA plans, life insurance and long-term disability policies, employee elective benefit coverages, and workers' compensation coverage.
4. Assists with administration of FMLA, OFLA, ADA, and workers' compensation leaves.
5. Provides system set up, data entry, and maintenance of human resource information systems (HRIS), including employee personnel actions, training assignments and records, maintaining employee personnel files, and payroll records.
6. Performs duties related to employee recruitment and selection including online job postings and website updates, reference checks, criminal history background checks, development of and updates to job descriptions, onboarding, and compensation studies.
7. Responds to inquiries from employees and supervisors regarding employee benefits and organization policies; prepares information and reports as needed for compliance, review, decision-making, and planning.
8. Maintains awareness of new laws and court rulings that impact employment policies and procedures.
9. Provides administrative support to the board of the Rogue Valley Public Service Academy (RVPSA).
10. Maintains confidentiality of Human Resources and Payroll records at all times including employee data security, HIPAA-protected health information, and personnel disciplinary issues.
11. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
12. Provides general administrative support for the organization, including serving as backup for the reception area and phones.
13. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

SUPERVISION RECEIVED

Receives supervision from the Human Resources Manager.

RELATIONSHIP TO OTHERS

Maintains frequent contact with RVCOG management and staff, outside individuals and entities providing services and benefits, and members of the public.

ACCOMMODATIONS

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: Bachelor's degree in human resources management, accounting, bookkeeping, business administration, or related field.
2. Experience: A minimum of 4 years of experience in human resources and/or accounting/bookkeeping.
3. Certification: PHR or SHRM certification preferred
4. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain an Oregon driver license by the time of appointment, or otherwise have immediate point-to-point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software; and, be able to obtain State QED Certification to process Criminal History Background Checks within one month of hire.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Best practices for human resources, benefits administration, and payroll processing;
2. State and federal employment laws and reporting, OSHA regulations, and general employment practices;
3. Regulatory requirements, principles, and methods involved in human resources management;
4. Computer applications and uses for personnel administration, i.e. HRIS;
5. Confidentiality rules including data security and HIPAA; and
6. Vocabulary, spelling, grammar and usage.

Related skills:

1. Advanced skills in Microsoft Office (Word, Excel, PowerPoint, and PowerPoint) Adobe Acrobat, social media and WordPress or similar website development and maintenance software;
2. Excellent planning, organization, and attention to detail;
3. Effective communication through oral and written mediums; and
4. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

Ability to:

1. Apply rules, regulations, and policies to a wide variety of personnel situations;
2. Research and analyze problems, identify solutions, project consequences of proposed actions, and make recommendations;
3. Maintain knowledge of employment laws and regulations;
4. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people;
5. Cope with stressful deadlines and perform multiple tasks simultaneously;

6. Work independently within assigned area of responsibility;
7. Type accurately at 50 wpm and efficiently perform data entry including 10-key by touch; and
8. Create and maintain complex files and other record keeping systems.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: frequent use of keyboard and repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) may be required, and attendance at evening and weekend meetings or events may also be necessary.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY: **Jodi Wilson** Date: 11/22/2021 **Human Resources Manager**

REVIEWED BY: **Ann Marie Alfrey** Date: 11/22/2021 **Executive Director**

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