City of Council Bluffs

Job Description

Payroll ~~& Benefits~~ Specialist

Department: Human Resources
Supervisor: Payroll Manager
Location: City Hall
FLSA Status: Non-exempt
Prepared By: ~~Cori Shaw, Recruiter~~Brenda Norton
Prepared Date: ~~October 2023~~January 2025
Union: Non-Union
Civil Service Status: Civil Service
Pay Grade: 15

Summary: The employee of this class is responsible for assisting with the completion of professional payroll and ~~benefit~~ associated tasks in the City's Human Resources Department.

Essential Duties and Responsibilities:

- Performs administrative and office duties:
  - Advises supervisors and employees on routine wage and benefit information; personnel policies and procedures; and application of labor contract provision
- Assists with the preparation of payroll and related reporting activity
  - Assistance with manual calculations for the City's bi-weekly payroll
  - Ability to ~~P~~perform~~s~~ complete payroll process for the City's bi-weekly payroll ~~at least one time monthly~~on a regular basis and as needed
  - Assists with payroll updates including new hires, terminations, and promotions in an accurate and timely manner
  - Processes payroll garnishments in accordance with statutory requirements and internal practices
  - Assists with the development and maintenance of current payroll processes that lead to best practices
  - Ensures coordination of payroll information and records are maintained and in compliance with statutory requirements
  - Assists with preparation of quarterly and year end payroll activity, including but not limited to form 941, W-2, and pension reporting
  - Assists with internal and external audit requests including but not limited to, providing reconciliations, payroll records, and additional requested documentation
  - ~~Manages I-9 Form processes and procedures~~
- Keeps records; organizes and maintains files; and compiles information and statistics:

- Maintains records of educational incentive benefits
- Maintains records for Consolidated Omnibus Budget Reconciliation Act (COBRA) and retiree insurance
- Maintains records and is responsible for all Affordable Care Act (ACA) filings.
- Maintains records and processes billings for group health, dental, optical, life, and disability insurance programs
- Assists with the administration of the City's perfect attendance policy and awards the benefit as appropriate
- Reviews benefits changes and enrollment forms for accuracy and coordinates changes with third-party administrator

- Administers employee benefits ~~programs and~~ enrollment:
  - ~~Orients new employees on benefits programs~~
  - ~~Answers benefits questions posed by applicants and employees~~
  - ~~Assists current employees regarding benefits claim issues and plan changes~~
  - Assists in ~~A~~administer~~s~~ing annual open enrollment
  - Processes new enrollments, open enrollment changes, life event changes, and terminations in compliance with state and federal regulations
  - Reviews enrollment forms for accuracy and coordinates enrollment with third-party administrator
  - Oversees correct charging of insurance premiums and invoices for employee and City-share
- ~~Administers the City's leave of absence programs:~~
  - ~~Coordinates employee leaves including FMLA and work accommodation requests~~
  - ~~Analyzes FMLA requests and certifications to determine eligibility and compliance with state and federal regulations~~
  - ~~Acts as a liaison between employees on leave and their supervisors~~
  - ~~Works closely with employees to ensure that all relevant completed medical documentation is submitted for timely review~~
  - ~~Coordinates all aspects of return to work for employees on leave including scheduling and reviewing results of physical examinations~~
  - ~~Maintains a high degree of confidentiality in handling sensitive employee information~~
- Participates in unemployment activities
  - Processes unemployment insurance responses and represents the City during unemployment hearings
- ~~Participates in Wellness Committee meetings and activities~~
- Establishes effective working relationships with public and staff
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Associate's Degree in Accounting, Finance, Business, or related field
- A minimum of three (3) years' experience performing responsible payroll duties
- One (1) year of experience performing responsible benefits duties, preferred
- Experience in Public Sector payroll, preferred
- Knowledge of employee benefits and applicable laws
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- Fundamental Payroll Certification from PayrollOrg, preferred

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

Other Skills and Abilities:

- Knowledge of general office procedures
- Demonstrated proficiency in use of Microsoft Office products (Word, Excel, Outlook, etc.)
- Ability to communicate effectively both orally and in writing with applicants and staff
- Ability to maintain effective interpersonal relationships with public and others
- Demonstrated excellent organizational skills
- Knowledge of payroll procedures, reconciliations, reporting, and internal control techniques related to the payroll processing cycle
- Knowledge of requirements, rules and regulations related to payroll processing and reporting at all levels (federal, state, and local) and in all timeframes (payroll period, monthly, quarterly and annually)
- Ability to analyze data and strong attention to detail
- Skill in arithmetic, computation, and reasoning
- Ability to compose and edit documents including knowledge of spelling, office vocabulary, and grammar
- Demonstrated ability to maintain confidential information
- Ability to perform general work assignments with minimum supervision
- Ability to learn roles and responsibilities that are outside the scope of their core work.