



Human Resources/Payroll Administrator

Reports to: Director of Human Resources
Department: Human Resources
Program (if applicable): N/A
Job Status: Exempt

Classification: Non-Union
UDS Code: 030A Management and Support Staff
Date Revised: 4/19/2024
Revised by: Director of Human Resources

MAJOR FUNCTION

This position is responsible for the administration of HR-related duties on a professional level and works closely with the Director of HR in supporting HJAHC's mission and vision. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/retention, and employment law compliance. The HR/Payroll Administrator is also responsible for the timely and accurate delivery of payroll services including record keeping and reporting. The HR/Payroll Administrator is responsible for maintaining an employee-centric environment, which is respectful, empathetic, and responsive to employee concerns.

ESSENTIAL FUNCTIONS

Payroll and Administration:

- First point of contact for employees for time and attendance and payroll.
- Process payroll and maintain payroll information required:
- Data entry for all time and attendance and personal transactions such as new hire, new hire orientation, termination, leave of absence, benefit /deductions, garnishments, etc.
- Vendor transactions including flexible spending, healthcare benefits, etc.
- State and Federal taxes.
- Prepare and maintain related payroll records and reports.
- Document workflow and work procedures.
- Work closely with HR Assistant for payroll administrative support as well as succession planning.
- Ensure terminations are processed in a timely manner timekeeping payroll system.
- Ensure all employees are trained in ADP; particularly managers. Conduct quarterly training sessions with managers.

HR Administration:

- Conducts and processes employment verifications, disability reviews, and unemployment claims.
- Conduct confidential Exit Interviews with terminating employees.
- Work closely with the Director of HR to develop and implement a Joy in the workplace culture.
- Develop relevant policies and procedures.
- Actively participate on the safety committee.
- Assist Dir. Of HR to process and manage FMLA requests. Ensures timely completion of all necessary paperwork; maintains regular communications with supervisors.
- Conducts new employee Orientations and ensures knowledge and understanding of content regarding HJAHC policies and procedures, organizational history, etc. Ensures all orientation materials are up to date.

- Completes the annual EEO-1, maintains other records and logs to conform to EEO regulations and other mandated reporting, as requested.
- Maintains human resource information system records and compiles reports from the database system.
- Oversee time and effort reporting for all grant-funded positions. Work closely with the finance department to ensure compliance to grant funding requirements.
- Work closely with finance and is responsible for the reconciliation of bills related to HR functions such as benefits, union dues, etc.

ADDITIONAL RESPONSIBILITIES:

- Performs other duties and assumes other responsibilities as apparent and/or as assigned by Director of Human Resources. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

REQUIREMENTS:

EDUCATION & EXPERIENCE:

- Associates Degree required, Bachelor's degree preferred
- Minimum two (2-4) years related experience and/or training; or equivalent combination of education and experience.
- A minimum of five years of experience with primary responsibility for time and attendance and payroll administration and processing.
- Experience working with time and attendance, payroll and HRMS systems, i.e. ADP/Workforce Now, HR, Principal 401K.
- Knowledge of payroll practices. Knowledge of state and federal employment laws relating to key areas of responsibility.

LICENSURE AND/OR CERTIFICATIONS:

- Additional requirements such as certifications, industry-specific experience and the experience working with certain equipment

KNOWLEDGE, SKILLS, ABILITIES AND OTHER (KSAO's)

- Analysis and Reporting
- Business Planning
- Communication and Presentation
- Customer Focus and Relationship Building
- Champion for Change; Leadership abilities
- Information and Technology Proficiency
- Problem Solving and Decision Making; Good Judgement Skills

PHYSICAL & WORK REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend, and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials.

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