

**DEPARTMENT:**  
**CLASSIFICATION:**  
**APPROVED:**

**CITY OF NORTH TONAWANDA**  
**COMPETITIVE**  
**SEPTEMBER 9, 2019**

**PERSONNEL/PAYROLL SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a highly responsible position that involves all personnel related tasks, fringe benefits, and health insurance administration for the City. The incumbent also is responsible for the management and administration of the City's payroll function to ensure compliance with tax laws, garnishment and retirement procedures, and other payroll regulations and activities. The incumbent exercises independent judgment in planning and carrying out the details of work according to prescribed policies and procedures. The position reports directly to the City Accountant. Supervision may be exercised over a small staff of subordinate clerical employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Insures that the personnel administration of the City is run in a proper, efficient, legal manner;
2. In consultation with City Accountant, plans, develops, and revises personnel management policies in accordance with negotiated contracts, state legislation, board policies;
3. Plans, organizes, and directs the human resources programs including administration of employee fringe benefits which include health, dental, vision insurance, 457(b), and flexible spending accounts;
4. Provides counsel and advice to the Common Council, Mayor, and department heads on a variety of employee/employer and labor relations matters;
5. Develops and maintains a system for personnel records for all City employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, retirement, leave, promotion, and also with regards to workers' compensation and seniority lists;
6. Manages payroll operations to ensure timely and accurate payroll production and reporting; processes a bi-weekly computerized payroll for all City employees; calculates and processes retro payments; maintains employee deduction, retirement, and benefits data; special checks, etc; enters all data required to run these processes successfully; attends meetings; and attempts to trouble-shoot problems with the computerized payroll system;
7. Prepares all Reports of Personnel Change (RPCs) to Civil Service and payroll including salary changes and personnel transactions for support staff;
8. Submits required reports and forms for deductions including withholding tax, F.I.C.A., union dues, credit union, savings contributions, etc.;
9. Maintains accuracy of a computerized personnel database by updating records relative to employee status, seniority, longevity and benefit dates, etc.;
10. Researches personnel data for unemployment, employment verification/references, retirement system inquiries, worker's compensation reports, employee inquiries, etc.;
11. Audits and processes bills from various insurance companies along with updating any changes or enrollments;
12. Serves as liaison between the insurance companies and the employee if any concerns over claims arise;
13. Conducts the open enrollment period every year for health insurance and participates in the new employee orientations explaining benefits and procedures;
14. Supervises the auditing of payroll to ensure compliance with collective bargaining agreements and county policies, garnishment, tax changes, and tax compliance as well as federal and state laws;
15. Acts independently to resolve all payroll inconsistencies timely and accurately;
16. Implements improved automation to maximize payroll productivity and quality including testing and system analysis as required;
17. Reconciles and audits quarterly and year-end activities including wage reconciliation and W-2 production.

**CONTINUED**

## **PERSONNEL/PAYROLL SPECIALIST CONTINUED**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of automated compensation systems and procedures; thorough knowledge of payroll and payroll tax issues; working knowledge of the principles and practices of personnel administration; working knowledge of New York State Civil Service laws, rules, and regulations and the Niagara County Rules for the Classified Civil Service; working knowledge of the procedures used in the administration of labor agreements and employee benefit programs; good knowledge of proper practices, policies, procedures and techniques of public personnel administration; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to interpret and understand complex written material; ability to communicate effectively both verbally and in writing; ability to plan, delegate and supervise the work of others; ability to establish and maintain an effective working relationship with employees at various levels; ability to maintain accurate records and prepare reports; ability to maintain confidentiality; ability to identify, analyze and resolve complex issues; ability to identify future issues, risks, and opportunities as they relate to payroll administration; ability to assess implications of policy decisions for payroll; professional and personal integrity; tact; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in a Business related field **and** one (1) year of full-time paid experience involving responsibility for the management and administration of payroll, personnel files, employee and retiree benefits, unemployment and workers compensation; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a Business related field **and** three (3) years of full-time paid experience involving responsibility for the management and administration of payroll, personnel files, employee and retiree benefits, unemployment and workers compensation.

**NOTE:** Clerical experience in support of the above personnel functions will not be acceptable towards meeting the minimum qualifications.