

**NEW Water  
Job Description**



Salary Wage Range: \$23.96 – 33.83

Hiring Wage Range: \$23.96 – 28.14

SECTION 1 ..... DEMOGRAPHIC INFORMATION			
<b>Job Title</b>	Human Resources/Payroll Specialist	<b>Division</b>	Non-Departmental
<b>Department</b>	Executive Director & Human Resources	<b>Reports To (Job Title)</b>	Human Resources Manager
<b>Full-Time / Part-Time</b>	Full-time	<b>Part-Time (Hrs per Wk)</b>	n/a
<b>Pay Grade</b>	9	<b>Exempt/Non-exempt</b>	Non-exempt
<b>Adoption Date (original job description date)</b>	07/01/2017	<b>Last Revision Date</b>	07/01/2017
<b>Approved By (generally same as "Reports To")</b>	Human Resources Manager	<b>Human Resources Approval Date</b>	07/01/2017
<b>Director Approved By (Job Title)</b>	Executive Director		

SECTION 2 ..... JOB SUMMARY
<p>This position supports the day to day operations of NEW Water's Human Resources (HR) department by performing the following functions:</p> <ul style="list-style-type: none"> <li>• Benefits administration – coordinate, communicate, implement and maintain various benefits programs to include retirement programs, medical, dental, vision, life and long-term disability insurance plans, and paid time off plans.</li> <li>• Payroll administration - process the bi-weekly payroll and all related activities. Compile, review, and process all payroll related transactions utilizing computerized payroll and time and attendance systems.</li> <li>• Recruitment process – conduct the recruitment and selection process for non-exempt positions.</li> <li>• Provide administrative support for various HR related functions to include, but not limited to, employee development and performance management.</li> </ul>

SECTION 3..... DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES	
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed	
Description of Duties	Frequency
<b>Key Area: Benefits Administration</b>	<b>35% of job</b>
Process benefits enrollments and changes both using manual and electronic processes as determined by each benefits vendor.	Monthly
Facilitate year-end open enrollment processes for health, dental, and visions insurance plans and flexible spending program. Process changes with appropriate vendors.	Annually
Maintain Paid Leave Conversion (PLC) program for retiree health insurance continuation. Prepare communications annually and as needed.	Monthly
Meet with and provide employees with information regarding insurance and other benefits.	As needed
Process and administer FMLA and other leave-of-absence requests and associated paperwork.	As needed
Administer the tuition reimbursement program.	As needed
Conduct employee benefit trainings.	Annually
Process payments and reconcile benefit related invoices. Reconcile benefit accounts in the general ledger.	Monthly
Provide updated census information to benefit vendors.	Annually
Monitor eligibility of part-time employees for Wisconsin Retirement System (WRS)	Monthly
Gather data, prepare documents, and link payroll information to develop the annual Employee Compensation and Benefits statement.	Annually
Complete annual non-discrimination testing of Section 125 cafeteria plan.	Annually
Coordinate quarterly employee education sessions with Wisconsin Deferred Compensation representative.	Quarterly
Gather data and process year-end paid time off bank payouts and transfers.	Annually

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<b>Key Area: Payroll Administration</b>	<b>20% of job</b>
Process all employee payroll related transactions in the payroll and timekeeping software programs to include but not limited to: demographics, job information, benefits, time off, earnings, and deductions.	Biweekly
Review and process electronic submittal of time records.	Biweekly
Process electronic submittal of bi-weekly payroll; enter manual adjustments to timesheets as necessary. Review and verify trial payroll for accuracy.	Biweekly
Perform analysis of processed payroll and prepare associated reports.	Biweekly
Train employees on functionality and use of electronic timekeeping software.	As needed
Process court ordered garnishments and other employee specific deductions.	As needed
Provide payroll related reports via the payroll software to end users as requested.	As needed
Maintain competence to perform back-up duties to Accounting Specialist for payroll processing.	Biannually
<b>Key Area: Department Administrative Functions</b>	<b>20% of job</b>
Process employment verifications and conduct employment references.	As needed
Coordinate termination process for retirements and resignations per procedures.	As needed
Maintain employee development records for in-house trainings utilizing software program.	Monthly
Send notifications of performance evaluation reminders and payroll change forms to managers.	As needed
Assist in the maintenance of orderly, systematic employee records and files.	As needed
Participate in salary and benefit surveys conducted by outside agencies. Conduct pay practice surveys with external agencies as needed.	As needed
Maintain current drivers' license information for all employees.	As needed
Meet with exiting employees and provide separation of employment information. Conduct exit interviews	As needed
Keep training needs assessment information up-to-date with manager assistance.	Quarterly
<b>Key Area: Recruitment Process</b>	<b>25% of job</b>
Under the direction of the HR Manager, conducts the recruitment process for <u>non-exempt</u> positions, including seasonal/interns. Meets with hiring manager to determine timeline and recruitment needs. Screens applications. Assists with interview question preparation. Participates and facilitates interviews. Guides interview teams through the interview process.	As needed
Creates and places job announcements/postings and advertisements in selected sources for all positions. Researches and provides recommendations for new recruitment sources as appropriate; resume screening; interview question development, etc.	As needed
Conducts reference checks and provides information to hiring manager and HR Manager	As needed
Coordinates new hire process to include but not limited to: offer letter preparation; new employee Human Resources orientation; orientation binder preparation.	As needed
Assists Human Resources Manager in other recruitment efforts.	
<b>Other:</b>	
Perform other job related duties as assigned.	
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	
Follow organizational policies and procedures.	

SECTION 4 ..... EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
Bachelor's Degree	Human Resources, Business Administration, or related field of study.
<b>Additional Information Regarding the Required Education:</b>	

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SECTION 5 ..... EXPERIENCE REQUIRED	
<b>Years of Experience</b>	2-3 years of directly related human resources experience including at least two years of payroll experience or an equivalent combination of education, training, and relevant experience.
<b>Other Specific Experience Required or Preferred</b>	Accounting experience is preferred.

SECTION 6 ..... CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid Wisconsin motor vehicle operator's license.	Y	
<b>Preferred Certification/Licensure</b>		
Society for Human Resource Management Certified Professional (SHRM-CP) credential.		

SECTION 7 ..... ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
<ul style="list-style-type: none"> <li>• Possess excellent customer service, communication, organizational, and prioritization skills.</li> <li>• Possess a high level of ethical standards and commitment to confidentiality</li> <li>• Strong attention to detail.</li> <li>• Ability to complete time sensitive tasks with many interruptions.</li> <li>• Ability to deal with multiple priorities in a calm manner.</li> <li>• Ability to work autonomously and deal with a variety of people.</li> <li>• Strong knowledge of federal and state regulations, filing and compliance requirements, including ERISA, COBRA, FMLA, ADA, Section 125, and DOL/FLSA requirements.</li> <li>• Knowledge of public sector human resources administration desired.</li> </ul>

SECTION 8 ..... SOFTWARE / TECHNOLOGY UTILIZED
Microsoft Outlook, Word, Excel, SharePoint. Sage Abra Suite (payroll/HRIS software). ExecuTime (time and attendance software).

SECTION 9 ..... EQUIPMENT / MACHINERY UTILIZED
Computer, printer, copier, telephone, calculator

SECTION 10 ..... JUDGMENTS / DECISION-MAKING: IMPACT	
Description of Duties	Check One
<b>Job Centered / Work Unit:</b> <u>Decisions made</u> are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
<b>Department-Wide:</b> <u>Decisions made</u> may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input type="checkbox"/>
<b>Multiple Departments:</b> <u>Decisions</u> are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
<b>Entire Organization:</b> <u>Decisions</u> are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

SECTION 11 ..... JUDGMENTS / DECISION-MAKING EXAMPLES
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed

Example of Decision / Judgment (3-5 examples)	Job Title of Who Reviews (If Anyone)	Frequency
Identifying and making recommendations to improve inefficiencies in established payroll and HR processes.	HR Manager	As needed
Processing payroll accurately in accordance with employment law and NEW Water policies.	HR Manager	Biweekly
Payroll law interpretation.	HR Manager	As needed
Processing of employee new hire/termination and benefits paperwork in accordance with NEW Water, State of Wisconsin, and benefit vendors policies and procedures.	HR Manager	As needed

**SECTION 12..... PROBLEM SOLVING**

Example of Problem (3-5 examples)	Resources Used
Identifying source and appropriate corrections needed relating to transactions made during payroll processing.	HR Manager, IT Manager, Accounting Specialist, Software vendors
Working with managers and employees to resolve questions related to payroll and benefits.	HR Manager, employment laws, internet searches
Adjusting to changing priorities and deadlines.	HR Manager, Administrative Services staff
Keeping abreast of Federal and State laws related to payroll, employment, and benefits.	HR Manager, internet searches
Addressing invoicing issues with vendors.	HR Manager, benefit vendors

**SECTION 13 ..... WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS**

Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Human Resources Manager	Direct report	Daily
Accounting Specialist	Payroll process; benefit invoicing	Biweekly
Information Technology Manager	Payroll and computer issues	As needed
NEW Water employees	Respond to questions related to payroll and benefits	As needed
Payroll/timekeeping software vendors	System issues/questions	As needed
Financial institutions	Employment verifications	As needed
Wisconsin Department of Employee Trust Funds (ETF)	Clarification of processes related to Wisconsin Retirement System (WRS) and ETF benefits	As needed
Third party benefit vendors	Questions/issues with billing/invoices, enrollments, etc.	As needed

**SECTION 14 ..... SUPERVISION / MANAGEMENT AUTHORITY**

Action	Yes	No	Provides Input
Screen / Interview Applicants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Train Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employees <u>Directly</u> Supervised	
# Employees	Job Title
N/A	
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title
N/A	

<b>SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS</b>
Refer to ErgoFactor Job Analysis for this position for details.

<b>SECTION 16 .....ADDITIONAL COMMENTS</b>

**THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.**

**JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.**