



Human Resource and Payroll Coordinator

Primary Function: The Human Resource and Payroll Coordinator oversees human resources for the City within City Administration office, including recruiting, onboarding, setting up new employees for payroll and benefits, processing timecards for payroll, evaluating and recommending modifications to employee benefits, providing guidance when discipline is needed, employee relations, employee engagement, collective bargaining, training coordination, maintaining personnel records, and other human resources functions as needed. The Human Resource Coordinator works with the City Administrator to assist in various projects that include personnel policies modification and updates, compensation, benefits, and personnel issues.

Tools and Equipment: Phone, Computer, Copier/Scanner, Postage Machine, Shredder, etc.

Source of Supervision: Reports to City Administrator

Direction Exercised: N/A

Expected Weekly Work Hours: Full Time - 40 hours/week

Duties and Responsibilities:

- Performs or assists with the completion of multiple human resources tasks, such as recruiting, employee selection, onboarding, enrolling new employees, making benefit information available, collecting personnel information, filing, and maintaining personnel data, and preparing employee notifications.
- Manages the recruitment and onboarding processes across the City including creating and maintaining job advertisements and postings, overseeing application pointing, conducting interviews, preparing job offers, and verifying all pre-employment conditions.
- Coordinates and maintains all data within the payroll and human resources software.
- Assists in personnel policy modifications and updates.
- Maintains awareness to changes in laws that affect personnel.
- Tracks and manages the City's performance review system, including maintenance of forms, filing of documentation, and coordinating payroll changes.
- Coordinates, analyzes, and researches compensation and benefit programs and annual open enrollments, including administration of health insurance and other benefit requests for proposals; provides COBRA notices; and educates potential employees, active employees, and retirees on benefit plans.
- Develops and maintains job descriptions; assists with analyses and classification studies; and assists management by providing information related to labor negotiations.
- Assists management with conformance and interpretation of labor agreements, responses to bargaining units, and coordination of the bargaining process.
- Administers the payroll functions of the City; maintains payroll related employee leave records; reviews wage computations and corrects errors; supervises record changes affecting net wages and ensures conformance with policies and procedures; supervises payroll deduction accuracy; responds to payroll related questions from employees for bi-weekly, semi-annual, and monthly payrolls.
- Provides Finance Manager a copy of payroll registers and obtains approval prior to completing final payroll processing.
- Administers and submits required reporting for PERA, MN Deferred Comp, MN Health Care Savings Plan, Jobs in Training, H.S.A. accounts, and other employee related reporting to maintain compliance. Provides information and obtains approval from Finance Manager for all financial transactions.

- Reviews all W-2's and other year-end employee information and obtains approval from Finance Manager prior to submitting approval in payroll system.
- Administers the Workers' Compensation forms, reporting, posting, and processes.
- Administers Minnesota Unemployment Claims.
- Manages FMLA, ESST, Paid Family and Sick Leave, and other related leaves, ensuring compliance with state and federal laws and completion of required reports.
- Manages the DOT (MMUA) drug testing and DOT Federal Motor Carrier Safety Administration requirements.
- Coordinates compliance with Minnesota government data practices related to human resources data.
- Develops and coordinates internal employee communications, including postings and newsletters.
- Assists with employee engagement initiatives, training and development initiatives, wellness program, employee recognition program, and other employee events and programs.
- Attends Safety Committee meetings as the management liaison and reports to management staff; and ensures adherence to OSHA standards.
- Assists and coordinates employee coaching, performance, discipline, and termination processes.
- Assists with personnel-related annual budget preparation.
- Assists Department Heads on personnel issues.
- Prepares other federal and state reports, including the Minnesota Pay Equity Report.
- Attends meetings, training, seminars, and workshops to maintain professional competence, current requirements, and best practices.
- Obtains and maintains a Notary Public.
- Assists with customer service including answering phones, responding to customers at the window, counter receipting, and processing mail.
- Backs up Deputy Clerk in taking minutes of Council and other Board/Commission meetings in Deputy Clerk's absence.
- Assists Administrator and Deputy Clerk with data retention of personnel records as requested.
- Complies with directives and objectives communicated by the City Administrator.
- Communicates in a professional, respectful, and dependable manner.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City. Some of these additional team duties will be shoveling snow and cleaning bathrooms, refrigerator, and storage area when needed.

Minimum Requirements:

- High School Diploma or Equivalent
- An Associate Degree in Human Resources or a related field, one year experience working in human resources; or an equivalent combination of education and experience.
- Valid Driver's License or evidence of equivalent mobility.

Desirable Education and Experience:

- HR certification (SHRM-CP or PHR) preferred.
- Experience in Payroll and Human Resource Systems, such as KPay.
- Experience with recruitment and selection
- Knowledge of experience and classification systems.
- Knowledge of the principles and standard practices in the field of personnel administration and labor relations.
- A strong initiative to improve processes and productivity relating to personnel and job duties.
- Considerable ability to communicate with personnel in a manner conducive to full performance and high morale.
- Considerable ability to read, assemble, organize, and present, in oral or written form, factual information derived from a variety of original and secondary sources.

- Be a team player with the ability to collaborate and implement effective customer service and ability to maintain a positive and effective working relationship with Council, commissions, businesses, residents and staff. Makes self-available to others.
- Ability to deal with complex and significant variables, which require analytical ability and inductive thinking in adapting policies, procedures and methods to fit

Physical and Mental Demands

Positions in this job typically require frequent sitting and standing, intermittent bending or stooping, kneeling or squatting, working with arms above shoulders and climbing. This position encounters unexpected and prolonged workdays, stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 25 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is usually indoors and the environment may be noisy from conversation, television, and music.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Council Approval Date: 5-20-2024

Revision History: