

CITY OF AVON
CLASSIFICATION SPECIFICATION
 An Equal Opportunity Employer

Classification Title:	Payroll/Human Resources Clerk	Civil Service Status:	Unclassified
Department:	Administration	FLSA Status:	Non-Exempt
Immediate Supervisor:	Human Resources Specialist	Bargaining Unit Status:	Excluded
Employment Status:	Part-Time	Positions Supervised:	None

JOB RESPONSIBILITIES: Under direction, implements and coordinates the payroll processing and human resources assignments as required for the efficient and effective operation of the City.
Performs other related duties as required

QUALIFICATIONS: Completion of secondary education (high school or GED), supplemented by courses in typing, computer operations, general accounting, and office practices and procedures; proficiency in Microsoft Office, particularly Excel, Outlook and Word; plus three (3) years general accounting and payroll experience preferred; or an equivalent combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.
Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

Performs administrative and routine tasks in order to process the City payroll and all related deductions, contributions, and other payments (e.g., retirement system, insurance premiums, taxes, workers' compensation payments, etc.), including deductions of a confidential nature (e.g., wage garnishments, bankruptcy orders, etc.); develops and maintains accurate payroll records; enters changes in exemptions, insurance coverage, deferred compensation deductions, leave accruals, job title, rate of pay, etc.; assists with new hire orientation and assures completion of all payroll related forms; interfaces with the Finance Director and other Department Heads; prepares periodic reports.

Receives and responds to payroll related inquiries from employees, department heads, vendors, and others; communicates problems/issues to Finance director/designee.

Develops and maintains familiarity with collective bargaining agreements between the City and its bargaining units, as well as applicable City personnel policies and City Ordinances, in order to effectively manage the implementation and distribution of wages and other

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compensation (e.g., health insurance waivers, educational stipends, longevity payments, etc.) paid to bargaining unit employees non-bargaining unit employees.

Serves as the City's primary contact and liaison with the Ohio Police and Fire Pension Fund (OPFPF) and the Ohio Public Employees Retirement System (OPERS).

Assists the Human Resources Specialist in the monitoring and processing of Workers' Compensation claims, including the management of all related records/documents (e.g., confidential records, medical records).

Assists the Human Resources Specialist in the administration of Family and Medical Leave to qualifying employees, including the dissemination and maintenance of all related records/documents (e.g., forms, confidential records, medical records).

Assists the Human Resources Specialist in the maintenance and improvement of an organized, secure, personnel filing system (e.g., paper and electronic storage).

Compiles or assists with the compilation of confidential financial information, statistics, and other data for use in labor negotiations and contract administration; prepares summaries and reports; prepares/assists with preparation of costing of labor proposals; etc.

Remains informed of current developments and procedures pertinent to duties; participates in staff development activities; attends staff meetings and administrative conferences.

Performs clerical, support and general accounting functions to assist in the efficient operation of the Human Resources area as needed. Prepares and maintains accurate records, reports, and other documentation.

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Developed by Clemans, Nelson & Associates, Inc.

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Demonstrates regular and predictable attendance.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of: City government structure and process;* payroll practices and procedures; City and departmental policies and procedures;* office practices and procedures; records management/personnel records management; general accounting; employee benefits administration; human relations; hardware and software utilized by the City;* English grammar and spelling.

Skill in: computer operation and the use of job-related software; data entry; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; exercise independent judgment and discretion; calculate fractions; decimals, and percentages; prepare accurate documentation; understand a variety of written and/or verbal communications; communicate effectively; maintain records according to established procedures, including records of a confidential nature; cooperate with co-workers on group projects; develop and maintain effective working relationships; define problems, collect data, establish facts, and draw valid conclusions; use proper research methods to gather data; maintain confidentiality of information.

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