

Richland County

Position Description

Position Title: Payroll & Benefits Administrator

Department: County Administrator

Reports to: County Administrator

Pay Grade: 15

Date: 09/16/2024

Hours per week: 40

Purpose of Position

The Payroll and Benefits Administrator is responsible for providing leadership and direction for the daily administration of Richland County's compensation and benefits programs. This includes providing supervision to the Payroll Assistant as well as serving as departmental liaison and performing a variety of professional services related to the administration, development, and maintenance of the County's benefit programs. Responsibilities include researching, analyzing, and recommending new benefit products and/or program revisions and ensuring the efficient delivery and implementation of benefit plans that enable the County to attract, retain and motivate high-caliber individuals. The incumbent will have contact with the general public as well as city officials, contract vendors, employees and interested individuals seeking interpretation of organizational policies, labor laws, procedures, and program activities.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Foster a collaborative leadership style that encourages teamwork, promotes staff initiative, and provides professional growth opportunities for all departmental employees.
- Develop and implement effective employee coaching and performance management strategies to ensure the achievement of organizational priorities and to create an environment that encourages innovation, teamwork, employee engagement, fiscal responsibility, and high-quality work.
- Create expectations and outcomes for employees to work collaboratively with other County department staff, public agencies, customers, and the community.
- Oversee the orientation processes for new employees.
- Ensure the employee benefits program is properly and efficiently executed in accordance with policy and contractual agreements.
- Maintain benefit documents (summary plan descriptions), records and reference materials, and updates and changes.
- Serve as a subject-matter expert regarding eligibility, coverage options, and costs to management and employees.
- Interpret plan documents and procedures.
- Develop and execute benefit employee communication plans to ensure employees are well informed of their benefits and options.

- Maintain current knowledge of trends and federal/state mandated changes in public-sector benefit programs and ensure compliance.
- Analyze participation and utilization data on a regular basis for recruitment, retention, cost-control, and assessment of potential risk factors.
- Support the Finance Department in the negotiation and development of contracts with third-party plan administrators, vendors, and consultants for services, products, premiums, and plan design. Serve as a contact for third-party plan administrators and vendors.
- Administer and communicate information regarding the Employee Assistance Program.
- Support the HR Team, payroll liaisons, supervisors, and employees relative to payroll administration, interpretation of payroll-related provisions, regulations (FMLA, FLSA, ADA), and general payroll calculation questions. Make system corrections when necessary.
- Provide input relative to benefit-related policies and procedures, including revisions of benefit-related handbook language.
- Provide oversight and guidance on the County's leave administration and disability accommodation processes.
- Maintain awareness of payroll processing methods, State and Federal laws/changes, benefit updates and enhancements. Recommend changes as appropriate.
- Provide oversight of the County's workers' compensation processes and procedures. Monitors trends and makes recommendations for cost-containment strategies.
- May provide input to prepare the annual departmental operational budget as requested by the Director.
- Develop and author organizational policies as requested by the Director.
- Administer payroll and necessary reports. Prepares, calculates, verifies, and enters payroll data for various County payrolls in compliance with county policies, union contracts and statutory requirements.
- On-board new employees and perform orientation including Collecting and reviewing documents and forms; explaining the health, dental and life insurances, retirement, Flex Section 125 plan, and loss of time benefits; instructing on the County Handbook and various County, State, and Federal policies.
- Maintain all County personnel files.
- Maintain and balance employee vacation, sick and comp times per County policies and/or union contracts.
- Calculate and process amounts due to State and Federal agencies for payroll withholdings, i.e., state, and federal taxes, garnishments, and retirement contributions.
- Reconciles and distributes W2's.
- Complete salary and benefit surveys.
- Administer open enrollment each year for benefit plans. Enter new applications into each of the plans computer systems and monitor billings to ensure correct enrollments.
- Administer Consolidated Omnibus Budget Reconciliation Act (COBRA) and maintain records on employees that elect participation.
- Administer Family Medical Leave (FMLA) and maintain records.
- Submit EFTPS payments for payroll tax withholdings.
- Monitor payroll payables for employee benefits.

- File W2 wage reports. Supervise preparation of W2's and prepare magnetic media data for reporting to State and Federal agencies.
- Reconcile Wisconsin Retirement system reporting and prepare data for reporting to State of Wisconsin.
- Assist with election functions.
- Participate in training and meetings.
- Perform other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and bachelor's degree in accounting, human resources or similar field and four years' experience in payroll processing; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge, and Abilities

- Knowledge of state and federal regulations regarding wages, hours, and payroll.
- Knowledge of accounting, bookkeeping and payroll processing.
- Experience and skill with computer data entry.
- Ability to prepare reports and records.
- Ability to understand and interpret information such as employment wage withholding handbooks and guides, County Handbook, Union Contracts, correspondence, and computer software operating manuals.
- Knowledge of Microsoft Office Suite software and AS 400 environments.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to use considerable analytical ability to select, evaluate and interpret data, guidelines, policies, and procedures.
- Ability to manage employees and provide work direction.
- Ability to understand and interpret instructions, policies, and procedures.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date