

**INGHAM COUNTY
JOB DESCRIPTION**

EMPLOYEE SERVICES COORDINATOR

General Summary:

With general supervision from the Human Resources Director, coordinates and implements personnel transactions relating to employee benefits, employment changes, and other personnel/payroll related functions for County employees. Maintains various personnel records via mainframe computer systems, and serves as the Department liaison and provides training and work direction to user departments regarding the County's automated payroll/personnel system.

Essential Functions:

1. Serves as liaison to user departments processing employee transactions. Provides training and direction to all County Department key staff representatives on utilization of the on-line Personnel Action Request (PAR) system for maintenance on new hires, transfers, terminations, retirements, and other related payroll functions. Explains policies and procedures for implementation to users.
2. Serves as liaison for employee transactions for agencies outside of Ingham County, including third party administrator accounts, retirement and deferred compensation representatives, and mainframe software providers. Coordinates transactions and the provisions of employee information to such groups.
3. Updates the County's payroll system for all County positions ensuring that all personnel/payroll information is up-to-date and accurate. Determines appropriate pension codes, union dues and accruals based on individual and union. Instructs Payroll Coordinator of eligible payoffs in compliance with County labor agreements. Processes step increases and creates quarterly step increase schedules for department heads. Calculates rates for individuals working temporarily out of class.
4. Processes new and makes changes to existing deductions which include direct deposits, deferred compensation, Section 125, credit union, savings bonds, United Way and various other deductions and accruals.
5. Processes sick leave donations and coordinate with department timekeepers each pay period.
6. Responds to employment verification requests. Utilizes on-line system for information which can be released verbally, and records requested information on written forms.

7. Processes various retirement forms for MERS and Deferred compensation programs. Processes unemployment forms, including information leading to disqualification of benefits.
8. Responsible for and processes accounts payable and receivable for the Department, verifying authorization, supporting documentation, and process followed.
9. Initiates and updates appropriate tables to implement changes within collective bargaining agreements for successor and new labor groups as well as reclassifications, includes salary grids, various auxiliary codes and tables. Updates job title in position control directory as necessary.
10. Identifies system and/or software failures and analyzes and determines corrective actions. Tests new system upgrades for mainframe systems identifying potential problem areas.
11. Conducts orientation of new hires by explaining contractual provisions, procedures and policies. Explains and responds to questions regarding salaries, retirement, and other forms.
12. Process year end accrual maintenance pursuant to labor agreements. Processes annual enrollment form for United Way based on various selected pay cycles and number of payrolls.
13. Provides backup for entering time cards for HR Department.
14. Creates Retirement Projection Reports as requested. Create Salary Tables for County Legal and the collective bargaining process.
15. Update online systems such as MERS for new hires and the State of Michigan for new hire reporting.
16. Assists County Departments and employees regarding administration, policies, and contractual provisions. Responds to inquiries or problems of employees and managers related to County Human Resources operations and policies as requested by HR Director.
17. Assists with FMLA, EAP, MERS, Service Awards, processing MIS work orders for the Human Resources' Department.
18. Assists the Director in the changes in County forms and procedures, and policies to ensure compliance.

19. Responds to questions from employees, retirees and Ingham legal counsel regarding pension issues.
20. Provides technical training and assistance in HR department regarding use of MUNIS or best approach to pull certain data to create various reports, such as EEO reporting, BOC annual reports, etc.

Other Functions

Performs other tasks as assigned.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications

Education: One year of business school training in payroll/personnel administration, computer applications, office equipment/procedures, and related areas.

Experience: Two years of experience in automated payroll/personnel systems, or closely related setting. Previous work experience in Human Resources and/or labor relations preferred.

Other Requirements: Access to reliable transportation, occasional travel required. Extensive Word product software knowledge is preferred.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Working Conditions:

Works in office conditions.