

**INGHAM COUNTY
JOB DESCRIPTION**

EMPLOYEE SERVICES COORDINATOR

General Summary:

Under the supervision of the 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. Coordinates changes to the County's automated payroll system for all County positions ensuring that all personnel/payroll information is up-to-date and accurate. Finalizes PAR transactions by inputting into mainframe system. Determines appropriate pension codes by individual for pre-tax status, assesses eligibility for union dues, instructs Payroll Coordinator of eligible payoffs in compliance with County labor agreements. Determines whether salary is on or off matrix, and inputs appropriate codes to ensure accurate processing of future step increases. Reviews print-outs to ensure rate adjustments, step increases and other charges are properly made.
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. Calculates cumulative totals for year-to-date deduction and payroll deduction start and ending dates based on payroll endings.
5. Determines eligible employees for special pay based on anniversary date and processes payment. Processes sick leave donations and step increases, including obtaining authorization from Department Heads and processing accordingly.
6. Responds to employment verification requests. Utilizes on-line system for information that can be released verbally, and records requested information on written forms.
7. Processes various retirement forms, including membership applications, deferred status, refunds, and address/name/beneficiary change forms. Processes various unemployment forms, includes determining the number of benefit weeks for benefit period and running an employee history report for gross wages.

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8. Responsible for and processes accounts payable and receivable for the Department, verifying authorization, supporting documentation, and process followed. Runs monthly budget reports for expenditures.
9. Verifies for accuracy and completeness bi-weekly payroll reports for employee accumulations, Section 125, deferred compensation, direct deposits, and for other adjustments made in the payroll system.
10. 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, taxable and pre-tax retirement tables, union dues, and job title / position control directory.
11. Identifies system and/or software failures and analyzes and determines corrective actions. Tests new system upgrades for mainframe systems identifying potential problem areas.
12. Assists in weekly orientation for new hires by preparing orientation packets, ensures all forms in orientation packet are completed and distributed, and explains benefits and policies and responds to inquiries.
13. Runs vacation bonus, personal leave, extra pass, and other annual programs to credit employees with leave time pursuant to labor agreements. Processes annual enrollment forms such as Section 125, United Way, and other annual forms.

Other Functions

1. None listed.

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.

Other Requirements: None listed.

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):*

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Ability to access departmental files.

Ability to enter and retrieve information from computer.

Working Conditions:

Works in office conditions.

