

## **CLASS TITLE: HUMAN RESOURCES PAYROLL AND ONBOARDING ADMINISTRATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general direction performs responsible administrative duties in the oversight, coordination and processing of the City HRIS system, coordination of City soft skills training, including the onboarding process and handles complex Human Resources projects including researching and analyzing data and determining accuracy; and other related assigned duties.

### **ESSENTIAL TASKS:**

- Conducts complex technical research on Human Resources issues utilizing various information sources
- Processes payroll/personnel database changes and reviews the accuracy of others work in the processing of system information and changes
- Coordinates and assists the HRIS Administrator to troubleshoot payroll/personnel system problems
- Attends meetings and serves as liaison for department on payroll/personnel issues with other agencies and departments
- Serves as department head designee for the approval of routine payroll/personnel functions
- Coordinates and facilitates City training including new hire orientation and other city-wide (non-safety) training programs.
- Oversees and coordinates the City onboarding process and other Human Resources programs as assigned including E-Verify
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and six (6) years of increasingly responsible office or administrative experience including a minimum of one (1) year of experience in at least two of the following areas: handling confidential and/or complex information; payroll; HRIS; or facilitating and coordinating corporate training programs;; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be eligible for an additional one step increase upon completion of sixty (60) accredited college hours (or Associates degree from accredited college) and one year of employment in the position.

Knowledge, Abilities, and Skills: Considerable knowledge of the Personnel Policies and Procedures of the City; considerable knowledge of the City HRIS system; good knowledge of the City's Collective Bargaining Agreements; and good knowledge of modern office practices and of business English and math. Ability to make independent decisions within areas of responsibility; ability to learn and then train others in the use of HR systems; ability to train and communicate policies to a wide variety of persons within the organization; ability to analyze and resolve administrative issues; ability to interpret complex policies and contractual language; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Applicant must possess skill in computer operation and other office equipment.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional carrying up to 5 pounds; may be subject to sitting, walking, reaching, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

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**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting. May travel on occasion to various City facilities.

**Class Code: 6554**

**EEO Code: N-03**

**Pay Code: AT-32**

**Group: Clerical and Administrative**

**Series: Personnel Management**

**Effective Date: October 21, 2019**