

**HOUSING AUTHORITY**  
of the  
**COUNTY OF MONTEREY**

**HUMAN RESOURCES/PAYROLL SPECIALIST**  
(FLSA Exempt - Confidential)

**DEFINITION/PURPOSE:**

Perform specialized work in the administration of Payroll and Human Resources services, such as payroll processing and administration, maintenance of financial, statistical, and accounting records and reports, leave of absence management, risk management, benefits administration and performing a variety of accounting and specialized administrative functions.

**DISTINGUISHING CHARACTERISTICS:**

This classification provides support to the Authority's Human Resources Department by providing the administrative skills necessary to implement various elements of the Human Resources program. This classification is responsible for the conduct of the recruiting, testing, selection, orientation, assisting in the risk management program, and creating and maintaining the Authority's personnel and related filing systems.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direct supervision and general direction from the Human Resources Director and Finance Director.

**ESSENTIAL JOB FUNCTIONS:** Duties include, but are not limited to, the following:

- Coordinate and administer enrollment of eligible employees in the authority-offered benefit programs.
- Accurately maintain benefits data via vendor website as needed to keep employee enrollment current.
- Provide employee benefit orientation to new employees, outlining program availability, scope, and interrelations. Prepare benefit orientation packets. Respond to employee inquiries concerning benefits and pursues issues with carriers.
- Assist the Human Resources Director in developing statistical data for use in the Authority's labor relations process and for the negotiating team as required.
- Assist the Human Resources Director in the administration of the Authority's risk management program. Receive and prepare various Workers' Compensation (WC) documents and develop WC histories of various departments. Collect and record Authority Workers' Compensation data for Authority Safety Committee and state reporting purposes.

- Assure that probationary reviews are conducted in a timely manner and that related increases are approved. Assure that annual reviews are performed and that merit increases are awarded in compliance with Authority policy.
- Enter data into payroll system to assure accurate biweekly payroll and proof results and transmit payroll data on a biweekly basis as directed by Human Resources Director/Finance Director.
- Pull data from payroll system and prepare reports for Human Resources Director/Finance Director's review.
- Prepare and monitor bi-weekly payroll accounts payable, including requests for payment of items such as retirement deposits, deferred compensation deposits, union dues payments, garnishments, and other payroll-related payables.
- Ensure the timely and accurate reporting of Federal and State employer-and employee-related taxes.
- Maintain currency in and ensure compliance with State and Federal payroll-related laws.
- Perform complex clerical accounting duties to maintain tenant accounts receivable and other receivables. Maintain accurate financial records.
- Read, verify and enter, adjust and maintain necessary information in the Authority's computer system. Maintain financial statement formats for internal and external reporting.
- Prepare journal entries for assigned areas of responsibility.
- Prepare manual invoices as required.
- Prepare analytical reports and written correspondence as needed.
- Establish and ensure proper maintenance of Authority personnel, Workers' Compensation, FMLA, confidential medical, immigration (I-9) records and office files. Research and compile periodic reports from such information for the Human Resources Director.
- Maintain regular and consistent attendance.

**OTHER JOB FUNCTIONS:**

- Perform additional related duties as assigned.

**SPECIAL REQUIREMENTS:**

Knowledge of – The use of personal computers and various Windows-based applications programs. Terminology used in human resources and payroll administration. Human Resources application of leave of absence laws and practices, and risk management concepts and practices. Principles and practices of clerical accounting, including accounts receivable and accounts payable. Methods and procedures of financial record-keeping and reporting. Federal, State, and local codes, laws, and regulations relating to accounting and payroll procedures and reporting requirements. Correct use of oral and written English, spelling, punctuation, and composition. Basic record keeping principles and practices. The operation of standard office equipment.

Skilled in - Reading, interpreting, and applying written procedures, policies, and codes. Performing detailed work. Organizing and maintaining accurate records and files. Preparing clear and concise reports. Organizing and maintaining records and filing systems. Establishing and maintaining effective working relationships with those contacted in the course of work. Communicating tactfully and effectively with employees, the public, and other agencies.

Prioritizing work and coordinating several activities. Using initiative and making sound judgments within procedural parameters and established guidelines. Following oral and written instructions. Using standard office equipment.

Ability to – Communicate clearly and concisely in oral and written English. Read, understand, and apply established Authority and departmental policies, procedures, practices, and regulations. Follow oral and written instructions. Deal with employees and the public under a variety of circumstances. Work independently on concurrent multiple projects. Operate standard office equipment, a personal computer and related equipment and programs, including spreadsheet and word processing programs. Analyze and interpret financial data and accounting records. Perform accounts receivable functions. Comprehend, interpret, and apply rules, regulations and laws pertaining to accounting and payroll transactions. Accommodate quickly and effectively to change. Compile a variety of statistical records and maintain accurate records and files. Exercise active stewardship of the Authority's funds through personal diligence in the interception and correction of errors.

Licenses and Certificates – Possess an appropriate California Driver License with a driving record acceptable to the Authority.

Physical Abilities and Work Environment – The employee must be able to sit for lengthy periods of time in an indoor environment. Use keyboard equipment for lengthy periods of time.

Other - Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work from the Department of Homeland Security.

- Be insurable by the Housing Authority's insurance carriers.

### **EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Four (4) years of increasingly responsible experience in a Human Resources/Payroll administration position is desirable. Payroll processing and administration experience a must. Experience working with federal, state, and local laws, regulations, and related directives is desirable.

Education – Graduation from an accredited high school or possess an equivalent certificate recognized by the State of California, supplemented by college-level courses in human resource management, business administration and accounting, or a related field. Associate degree from an accredited college or university with a major in accounting, human resources, business administration, or related field, or two full academic years of college or university training in these fields is preferred.

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