



## VILLAGE OF HINSDALE POSITION DESCRIPTION

**POSITION:** Human Resources and Payroll Specialist  
**DATE:** February 9, 2017  
**DEPARTMENT:** Finance/Administration  
**REPORTS TO:** Assistant Finance Director and HR Manager  
**PAY GRADE:** M101; \$49,353-\$71,759  
**FLSA STATUS:** Exempt; confidential employee

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### **Position Purpose**

Responsible for payroll administration and human resources administrative support in the Finance and Administration departments.

### **Supervision Exercised**

None.

### **Job Duties**

#### **Essential Functions:**

- Oversees and administers Village payroll system on a bi-weekly basis. Regularly audits Village payroll system. Ensures accurate payroll deductions. Maintains employee and retiree data in payroll system.
- Calculates and processes all wage adjustments.
- Tracks and processes all paid time off for employees per Village policy.
- Maintains annual payroll calendar.
- Liaison to the Illinois Municipal Retirement Fund (IMRF) with regard to benefits administration. Processes monthly IMRF reports.
- Prepares and submits tax information, such as 941s, W2s and 1099s.
- Coordinates payment of insurance for retirees by working with post employment health plan provider, pension system administrator and/or billing retirees. Bills former employees who have elected to continue health care coverage.
- Assists in personnel related matters including employee recruitment and selection of sworn and non-sworn positions.
- Creates job postings and advertisements for position openings. Coordinates interviews with applicants. Schedules and conducts pre-employment reference checks and coordinates applicable pre-employment testing and/or post-offer physical and drug screens.
- Oversees the human resource benefits system. Ensures that system records are accurately recorded and cross-checked. Enters new hire information or other changes to employee benefits.
- Assists with open enrollment for medical, dental, vision, life, flex spending and other employee benefits.

- Ensures that human resource files and records are maintained in accordance with legal requirements and Village policies and procedures.
- Completes monthly and year-end personnel related reports.
- Responds accurately and timely to requests for information, including FOIA requests.
- Assists the Village's collective bargaining negotiating team by researching issues, and preparing related communications.
- May serve as the Village Alternate Delegate to the Intergovernmental Risk Management Agency (IRMA) and assists in ensuring the proper implementation of roles, responsibilities, practices and procedures outlined in the Village's Safety program.
- May serve as the Village Alternate Delegate to the Intergovernmental Personnel Benefit Cooperative (IPBC) regarding the Village's health and medical insurance benefits.
- Assists the Village's wellness committee.
- Assists with FMLA and COBRA program implementation.
- Coordinates employee relations activities and events.
- Ensures compliance with legislation and regulations, including the Affordable Healthcare Act, OSHA and EEO.
- Assists with answering phones in the Finance Department and may be required to perform some customer service functions, as needed.
- Maintains and manages applicable clerical work as assigned.

#### **Marginal Functions**

- Assists with other Finance/Human Resource Department special projects.
- Other duties as assigned.

#### **Environmental Factors**

The work environment generally includes an office setting. The noise level is usually quiet.

#### **Physical Requirements**

Regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms and talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 20 pounds. The position requires prolonged periods of concentration. Specific vision abilities required by this position include close vision and ability to adjust focus.

#### **Safety Functions**

- Becomes familiar with and observes all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Recommends improvements to safety and security practices.
- Obeys and adheres to all safety rules and work practices.

#### **Knowledge, Skills and Abilities**

Individual must have general knowledge and understanding of basic human resource reporting and recordkeeping functions including applicable federal, state and local employment-related laws and regulations and fundamental principles and practices of public personnel.

Individual must have demonstrated ability to administer a payroll program for an entire organization.

Ability to maintain mental focus in a fast-paced multi-tasking environment and to work over scheduled hours per week as needed. Must be a self-starter with the ability to exercise independent judgment and manage one's time in an effective manner.

The individual must be able to communicate clearly and concisely, both orally and in writing, and establish and maintain effective relationships with fellow employees, other departments, management staff and the general public.

### **Position Requirements**

- A Bachelor's degree in Human Resources or related field is preferred. Some college is acceptable depending on qualifications and related work experience.
- A minimum of two years of full-time practical experience; municipal experience preferred.
- Strong knowledge of Microsoft Office, including Word, Excel and PowerPoint.
- Ability to learn how to update the Village website.
- Previous experience with HRIS; ERP conversion experience preferred.
- Ability to use general office equipment.

### **Benefits**

This position participates in the Illinois Municipal Retirement Fund (IMRF). Full benefits are included in this position, including medical, dental and vision insurance.

### **Process**

The deadline to apply is Monday, March 6. The selection process includes an application process, interview process, drug screening and background check. The position is expected to be filled immediately upon conclusion of the interview process and after background checks are completed.

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: [hr@villageofhinsdale.org](mailto:hr@villageofhinsdale.org). Visit [www.villageofhinsdale.org/jobs](http://www.villageofhinsdale.org/jobs) for a job application. The Village is an EOE employer.