

Human Resource/Payroll Assistant

SUMMARY

Under basic supervision, performs administrative and technical duties in the processing of Human Resources (HR) forms and documents, and provides assistance to classified and certified employees of the Mandan Public Schools (MPS).

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Performs a variety of administrative and technical functions in the HR/Payroll work group; processes transactional information, and performs clerical and record keeping duties; performs data entry functions related to employee tracking, records maintenance, and database management; performs duties in accordance with MPS policy and procedures, and within scope of authority; duties may vary according to work assignment.
- Provides information, instructions, and assistance to MPS employees and applicants; assists staff with requests, applications, forms, and other documents; explains HR policies, answers questions, and resolves issues within scope of authority, using knowledge of MPS policies.
- Compiles and reviews employee data, and processes payroll; maintains employee records, including contracts, special pay, withholding, leave requests, adjustments, benefits, and garnishments.
- Assists employees with MPS procedures, and the processing and completion of HR documents; briefs new employees on benefits programs; provides instruction and assistance on timecards, enrollment and payroll forms, and other HR documents, and addresses questions regarding benefits, claims, policy, and other personnel issues.
- Assists with a variety of technical functions, including attendance, compensation, benefits, recruitment, identification badges, fingerprinting, tuition tracking, policy manual, compliance reports, staffing, and records management.
- Researches and resolves employee issues, and communicates information on status and changes.
- Prepares correspondence and memorandums; maintains HR files, forms, documentation and information in accordance with state and federal regulations and MPS policies and procedures; performs special HR projects as directed and prepares reports as required.
- Cross trains in all technical HR functions.
- Supports the relationship between the Mandan Public School District and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and District staff; maintains absolute confidentiality of work-related issues, client records, and District information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines:

Associates Degree in Accounting, Business or related field; AND two years HR/payroll, computer, and administrative support experience; preferably with a public sector agency; OR an equivalent combination of education, training and experience.

Knowledge of:

- MPS organization, operations, policies and procedures.
- Rules and regulations governing Human Resources/payroll activities and functions.
- Principles of confidential records, personnel files, and file management.
- Safety rules and regulations, occupational hazards, and safety precautions.

Skill in:

- Entering data into a computer system with speed and accuracy.
- Providing effective customer service.
- Reviewing documents and extracting relevant information.
- Explaining federal and state rules and regulations, and MPS policies and procedures.
- Preparing, maintaining, and reviewing human resource records, reports, and documentation.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid North Dakota State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.