

City of Nicholasville

Position Description

Class Title: Human Resources/ Payroll Associate  
Dept/Div: Administration/Human Resources Office  
Supervisor: Human Resources Manager  
Supervises: None  
Grade: 56

Class Characteristics: Under general direction, performs administrative tasks and services to support effective and efficient operations of the human resource department including payroll; performs related duties as required.

General duties and Responsibilities:

Essential:

1. Assists Human Resources Manager and Payroll Specialist as needed.
2. Provides clerical support to the HR department.
3. May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
4. Assists in maintaining accurate and up-to-date human resources and payroll files, records, and documentation in accordance with federal and state laws.
5. Assists with administering employee benefits programs, including health insurance, life insurance, retirement, etc.
6. Assists with preparation of annual fiscal year end audit reports for finance department for audit entries.
7. Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
8. Maintains the integrity and confidentiality of human resource files and records.
9. Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
10. Conducts or assists with new hire orientation.

11. Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
12. May assists other departments as requested.
13. Performs other duties as assigned.

Non-essential: None

### MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by two years related work experience, preferably with a governmental organization. A degree from an accredited college or university in a related field may be substituted for work experience requirement where applicable.

### Special Knowledge, Skills, and Abilities:

#### Knowledge:

1. Knowledge of the principles and practices of administration, preparation, and processes of payroll and human resources.
2. Knowledge of Federal and State Labor laws and payroll withholding tax laws
3. Knowledge of manual and electronic time keeping systems and procedures.
4. Knowledge of modern office equipment, clerical and bookkeeping methods, and techniques.
5. Knowledge of business English and arithmetic.
6. Knowledge of computers, including hardware and applicable human resources, payroll, and time keeping software.

#### Skills:

1. Excellent analytical skills
2. Excellent verbal and written communication skills.
3. Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
4. Excellent organizational skills and attention to detail.
5. Proficient with Microsoft Office Suite or related software.

6. Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.

Abilities:

1. Ability to make mathematical calculations accurately and expediently.
2. Ability to prioritize work assignments and complete job tasks to meet frequent deadlines.
3. Ability to communicate effectively, orally and in writing.
4. Ability to prepare and maintain and/or ensure the preparation and maintenance of required records efficiently and accurately.
5. Ability to ensure compliance with federal and state laws and administrative regulations, and local ordinances in the preparation and maintenance of human resources and payroll processing and municipal records.
6. Ability to perform duties with mental alertness and attention to detail and accuracy.
7. Ability to prepare and maintain effective working relationships with city officials and employees, benefits administrators, and the general public.

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects of work are covered specifically but must use own judgment most of the time.

Processes: Work varies frequently; often required to take different, new, or unusual approaches in completing work assignments. Frequently refines existing work methods and develops new techniques, concepts, and programs within established limits.

Review of Work: Completed work is spot-checked; work is reviewed through oral and written reports.

Analytical Requirements: Problems require analysis based on a wide knowledge of many factors where applications of advanced or technical concepts and legal interpretations are required.

Physical Requirements of the Job: Work is typically performed indoors sitting at a desk or table; must lift light objects (less than 25 pounds).

Tools and/or Equipment Used: General office equipment (computer, typewriter, calculator, telephone, copier, etc.).

Contacts: Frequent contacts with officers and employees of the city, and with

benefit administrators. This position requires handling confidential city funds and finances; therefore, applicant must not possess a criminal conviction for theft or crimes against persons.

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Heavy

Interruptions: Constant

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Additional Requirements: Must be bondable.

Certification Requirements: Certification by Kentucky Public Human Resources Association preferred, but not required.

Overtime Provision: Non-exempt

Adopted 2-26-2024