

Jurisdiction: City of Auburn
Jurisdictional Class: Competitive
Adopted: 02/11/2019

HUMAN RESOURCES BENEFITS ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position works in a team and collaborative environment with the direct supervision of the Comptroller. The work responsibility will often be independently performed working with various accounting procedures, reviewing material and other tasks related to this position. Incumbents may represent the City in matters relating to Worker's Compensation. This incumbent will deal with highly confidential information.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains worker's compensation files;
Documents necessary injury reports;
Acts as liaison with the Worker's Compensation Carrier and Worker's Compensation Board;
Assist in administration of the employee retirement benefits programs;
Assist in the management of employee fringe benefit programs;
Assists Comptroller with union contract issues;
Performs other functions as assigned by Comptroller with various duties including but not limited to accounting work with spreadsheets, timesheets, budgetary work, and contract language;
May help to answer correspondence by composing letters;
May assist with payroll certification and other related reports;
Is responsible for filing and maintaining payroll records;
Serves as back-up to Senior Payroll Clerk.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of business arithmetic and English;
Thorough knowledge of office terminology, procedures, and equipment;
Good knowledge of modern methods used in maintaining financial accounts and records;
Ability to understand negotiated contracts and their effects on payroll;
Ability to understand and carry out oral and written directions;
Ability to communicate effectively with others;
Ability to make arithmetic computations rapidly and accurately;
Ability to write legibly
A high degree of accuracy;
Neatness, integrity, tact, and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered four-year college with a bachelor's degree in business or governmental administration, personnel administration, finance or related field and one year of experience involving payroll and personnel record transactions; OR
- (B) Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in business or governmental administration, government, personnel administration or related field and three years of experience involving payroll and personnel record transactions; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five years of experience involving payroll and personnel record transactions
- (D) An equivalent combination of experience and training as outlined by the limits of (A), (B) and (C) above.