

## **HUMAN RESOURCES ADMINISTRATOR**

### **PURPOSE AND NATURE OF WORK**

Position supervises and participates in the work of administering a large employers' human resources records, multiple pension plan membership, work time, overtime and leave, performance evaluations, pay roll deductions, insurance enrollment, workers' compensation, unemployment and related tasks. Purpose is the accurate and timely employee pay, benefit and record administration under complex and varied regulatory systems. Work is performed with substantial independence and reviewed by the Human Resources Manager through conferences and upon results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Establishes procedures for, supervises and participates in the work of administering employment process, payroll, benefit and attendance records, pension plan participation and related under the laws, rules and regulations that vary according to benefit plan and by civil service system(s). Compares personnel requests to authorizations, informs managers of needs to revise budgets when necessary; prepares and executes pay orders using independent judgement. Processes changes in status received from either of two civil service systems. Advises management and provides interpretations of policies, procedures and civil service rules, controls personnel actions. Provides contact between city - parish government and several retirement system offices. Explains benefits and requirements for retirement to employees. Maintains library of revised statutes, policies and procedures, summary plan documents, interpretations, civil service rules and ordinances and related matters. Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of City - Parish policies, procedures and rules affecting employee records, attendance, work time, leave time, pay and benefits.

Thorough knowledge of applicable pension plans' membership requirements and benefits

Thorough knowledge of City - Parish and external organizations and employee record processing requirements.

Knowledge of state, federal and local laws applicable to pay and benefits in public employment.

Ability to interpret and apply statutes, rules, regulations and policies.

Ability to establish and maintain productive working relations with elected officials, employees, attorneys, other agencies and public.

Ability to teach, plan, organize and evaluate the work of subordinates.

Ability to use computers efficiently in the work environment.

### **DESIRABLE TRAINING AND EXPERIENCE**

Completion of college level course work in office administration, paralegal or human resources fields with extensive progressively responsible experience in public employment records, pay and benefits or an equivalent combination of education and experience. Certification as a Notary Public in the State of Louisiana is desirable.