



**CITY OF SENECA**  
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## **CITY OF SENECA**

### **POSITION DESCRIPTION – HUMAN RESOURCE MANAGER**

#### **GENERAL PURPOSE**

Administers various aspects of the human resource system of the City of Seneca and Seneca Light and Water for approximately 210 full-time employees and approximately 10 part-time employees. Duties include human resource administration, payroll, insurance, worker's compensation and related work. Reports to the Finance Director. Will supervise Human Resource Generalist position should position be filled.

#### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs weekly payroll process from start to finish.

- Collects all employee timecards and verifies for accuracy.
- Manually enters employee time into the software program.
- Coordinates verification of each payroll with the Finance Department
- Is expected to know the payroll process in its entirety to be able to train and supervise the HR Generalist in this process and to make recommendations for an upcoming payroll software upgrade.
- Enters all new employees into the payroll software.
- Helps resolve any payroll issues or concerns.

Processes new hires and new elected officials.

- Coordinates the listing of all open positions.
- Accepts applications from the public and receives applications from other sources used by the City. Forwards applications to the department.
- Once the department director has selected an applicant, arrange for pre-employment physical and drug screen. Obtains results from doctor's office. Contacts department director to provide results and set a time for the employee to start work. Forwards physical paperwork for new police officers to the Police Department for the Academy.

- Completes all new employee paperwork and explains City benefits, policies and procedures. Provides employees with appropriate handbooks, drug policy, and operating policies.
- Obtains information from employees: driver's license, social security card, and emergency contact information. Has the employee complete I-9 and W-4 forms.
- Enrolls employee in SC Retirement system and health insurance programs, answers questions, and completes necessary forms. Explains other City benefits, including life insurance, SC Deferred Compensation, SC State Credit Union, and United Way.
- Reports all new hires to the Department of Social Services for child support enforcement division.

Maintains official personnel files and medical records.

- Creates and maintains official personnel files for all City and Light and Water employees.
- Obtains copies of driver's records from SC DOT. Maintains confidential files of driving records.
- Maintains all confidential employee medical records (including FMLA records, ADA records, pre-employment physicals, drug test results, annual firefighter physicals, bloodborne pathogen training, and any other medical records).
- Maintains medical records on volunteer firefighters and reserve police officers.
- Verifies employment on current and former employees for prospective employers, financial institutions and housing sources.

Administers the Family Medical Leave Act and Americans with Disabilities Act.

- Works with supervisors when a situation should be considered FMLA leave or ADA.
- Notifies employees that they are eligible for FMLA. Prepares forms notifying employees that their absence is recorded as FMLA. Monitors usage to stay within 12 weeks per year.
- Maintains contact with employee to determine when he or she plans to return to work and also to ensure that full release to return to duty is received.
- Contacts labor attorney if needed concerning FMLA/ADA questions or problems.

Benefit Administration

- Maintains the benefits program with employee's insurance details and keeps all information in program current.
- Assist employees with insurance benefits and other benefits offered.

Processes garnishments and liens.

- Receives and processes requests for withholding of various garnishments and liens, including child support, student loan payments, and federal and state tax liens.
- Communicates with employees concerning withholding and assists agencies by phone if needed concerning payments.

Provides assistance to employees regarding the SC Retirement System and deferred compensation systems.

- Serves as the main contact person for the SC Retirement Systems and deferred compensation. Attends employer training and assists employees as needed.
- Assists employees with retirement, disability retirement, and purchase of service.
- Assists former employees with refund of contributions.
- Sets up counseling sessions for prospective retirees with the retirement system.
- Assists employees in changing contribution amounts for deferred compensation.

Coordinates Commercial Driver's License Random Drug Screening program.

- Maintains list of all drivers and coordinates drug testing with contractor. Contacts supervisor to send employee and follows up with contractor to obtain results. In case of positive test, works with employee, supervisor and labor attorney to respond according to City policy.

Administers all workers' compensation cases.

- Maintains current and appropriate classification system of City and Light and Water employees in accordance with Worker's Compensation guidelines and reporting requirements.
- Receives accident notification from employee or supervisor. If supervisor is unavailable, authorizes initial treatment of injury. Receives statement of treatment from doctor or hospital. If prescription drugs are required, authorizes with pharmacy.
- Obtains witness reports and receives supervisor's accident investigation report.
- Files all accident information with claims administrator on recordable accidents. Follows up to see if claim is approved.
- Determines how injury may fall under FMLA/ADA regulations and takes appropriate steps.
- Receives all doctor's statements concerning extent of disability and forwards to claims administrator. Works with the employee, claims administrator, and doctor concerning progress of the injury. Forwards all medical bills to claims administrator and researches any bills not paid.
- Ensures release to light or full duty is received when employee returns.
- Communicates with employee and supervisor concerning light duty needs or lost time. If lost time accident, completes necessary forms for workers' compensation payments to begin. Supplies claims administrator with earnings information. Works with supervisor concerning employee's use of sick or vacation time until worker's compensation payments are received.
- If disability may be permanent, assists employee in applying for disability retirement.
- Represents the City at workers' compensation hearings.
- Maintains all workers' compensation records, including accidents that do not require medical treatment or are non-recordable
- Prepares annual payroll audit worksheets for SC Municipal Insurance Trust (SCMIT). Reviews estimated workers' compensation payroll data when received to ensure all information is correct. Makes adjustments to annual contribution reports as needed.

Coordinates City training and, as necessary, safety programs. Attends all internal safety meetings.

Works closely with each department concerning workers' compensation injuries.

- Maintains all OSHA logs, including recordable injuries, restricted duty and lost workdays.
- Posts forms as required by OSHA. Attends OSHA training sessions.
- Attends meetings for the SC Municipal Insurance Trust.
- Reviews monthly risk management reports from workers compensation administrator.
- Completes any surveys requested by SCMIT. Enters SCMIT safety contest or competitions.
- Reviews quarterly invoices from SCMIT to verify correct amount is billed.
- Maintains records of bloodborne pathogen training and vaccines. Orders supplies of Hepatitis B vaccines and coordinates supply and administering of vaccines with Oconee Family Practice.

Maintains and updates all employee policies, including the employee handbook.

Represents the City on any applicable federal, state, and local boards, such as the Society for Human Resource Management (SHRM).

Administers City property and vehicle insurance through the South Carolina Municipal Insurance Trust and the South Carolina Municipal Insurance and Risk Financing Fund.

Prepares for and attends applicable job fairs.

Processes information to the Employment Security Commission on unemployment compensation claims. Completes forms verifying employment dates and reason for termination and ensures earnings requirements have been met.

Completes necessary forms for employees requesting assistance from federal and state agencies. Compiles correspondence for employees concerning their payroll for personal matters.

Provides information to all employees regarding personnel policies and fringe benefits, such as insurance, retirement, deferred compensation, and any other options for payroll deductions.

Refers employees requesting assistance through our Employee Assistance Program to Finance Officer or directly to the EAP agency if needed.

Attends meetings with the SC Municipal Human Resource Association or other approved training to stay current on human resource issues.

Ensures that federal, OSHA, and state posters are displayed at each work location.

Completes various salary surveys to determine the organization's market relationship.

Arranges for employee exit interview upon termination.

## **PERIPHERAL DUTIES**

Performs other related duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- (A) Bachelor's or Master's degree in human resource.
- (B) Five (5) years or more of human resource experience.

### Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of modern state, federal and local policies and practices of public human resource administration. Working knowledge of employee classification, compensation and benefits, recruitment, selection, and training.
- Working knowledge of computers and electronic data processing.

- Working knowledge of federal and state regulations concerning child support enforcement and regulations concerning other withholdings for judgments such as tax liens and student loans.
- Working knowledge of the State Retirement System.
- Proficient in public speaking and communication.
- Working knowledge of modern office practices and procedures.
- Considerable knowledge of payroll software.
- Skill in operating the listed tools and equipment.
- Ability to carry out assigned projects to their completion. Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with applicants, employees, City officials, and the general public.
- Ability to process confidential and sensitive information effectively. Ability to understand and follow instructions.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to work under pressure and/or frequent interruptions.

## **SPECIAL REQUIREMENTS**

Must be bondable, must be or become notary, and must have a SC license or be eligible to obtain one.

## **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; fax, calculator, telephone, copy machine and fax machine.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- The employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

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*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*