



CITY OF SENECA
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August 2022

CITY OF SENECA

POSITION DESCRIPTION – HUMAN RESOURCES GENERALIST

GENERAL PURPOSE

Administers various aspects of the personnel system of the City of Seneca for approximately 200 employees. Duties include personnel administration, payroll processing, insurance and worker's compensation and related work. Reports to the HR Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES, but not limited to:

Processes weekly payroll

- Reviews payroll time sheets from each department and contacts department director with problems.
- Logs time worked, vacation, sick, comp time and any other time used on payroll time record.
- Processes payroll checks and obtains signatures. Sorts checks and keeps secure for distribution.
- Processes monthly payroll for elected officials.
- Processes payroll general ledger entries and posting of fringe benefits to ledger.
- Prepares disbursements for checks for payroll deductions
- Prepares state and federal tax deposits and calls in transfers.
- Prepares deferred compensation reports and submits to plan administrator with list of participants. Submits reports and checks to SC State Treasurer. Submits installment payments for SC Retirement System Service purchase plans. Prepares monthly and quarterly reports for the SC Retirement System.
- Maintains all payroll records and reports.
- Maintains records of employees' accrued time and posts accruals and records of sick leave bank.
- Maintains records of sick leave incentive program and issues sick incentive checks when employees meet qualifications.
- Prepares quarterly reports including Federal 941 report, Employment Security Commission report.
- Submits monthly insurance payments for employees participating in outside insurance program with payroll deduction.
- Processes any changes to employee pay records, such as rate, job title, tax withholding, credit union deduction, insurance, and any other deduction changes. Assists department directors with status change forms for pay increases. Processes annual pay raises for all employees.
- Calculates Christmas bonus for employees, based on years of service, and processes payroll to issue these checks in November.
- Assists department directors and employees on any problems with payroll checks, lost checks, or with any time accrued. Verifies time accrued as needed. May stop payment and reissue checks. Corrects any errors on checks such as time reported incorrectly, and reissues check if needed.

Yearend payroll process

- Provides all payroll information requested by auditors at fiscal year end.
- Maintains records for payroll advance account. Collects any amounts owed to the account from employee's last check. Provides account balance and activity for annual audit.
- Prepares W-2's for all employees and verifies that all information is correct and balances to quarterly reports. Distributes to employees. Prepares W-3 and submits W-2's.
- Prepares year end state tax reports.
- Close out payroll for year. Changes tax calculations as needed. Deletes terminated employees and any other changes that may be needed to the payroll system for the new calendar year.

Processes new hires and new elected officials.

- Once an applicant has been selected, arrange for pre-employment physical and drug screen. Obtains results from doctor's office.
- Onboarding all new employee's, explains City benefits, policies, and procedures.
- Completes E-Verify and SC New Hire reporting
- Enrolls employee in SC Retirement system and health insurance programs.

Maintains official personnel files and medical records.

- Creates and maintains official personnel files for all City employees.
- Verifies employment on current and former employees for prospective employers, financial institutions and housing sources.

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

- Works with HR Director when a situation should be considered FMLA leave or ADA.

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.

Assist with the SC Retirement System and deferred compensation systems.

- 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.
- Assists employees in changing contribution amounts for deferred compensation.

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.

Assist with workers' compensation claims.

- Verifies all documents, first report of injury, medical release, etc. has been completed and submits claim to SCMIT.
- Maintains current and appropriate classification system of City employees in accordance with Worker's Compensation guidelines and reporting requirements.
- 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. Adjusts annual contribution reports as needed.

Assist with City property and vehicle claims.

- Verifies all information has been collected and completed. Submits claims to SCMIRF

PERIPHERAL DUTIES

Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Associate degree in human resources, accounting, business management or a closely related field
- Three (3) years of human resources generalist experience
- One – two years' experience with full cycle payroll processing
- Experience working in local government / municipality preferred.

Necessary Knowledge, Skills and Abilities:

- 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 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.

TOOLS AND EQUIPMENT USED

Requires frequent use of computer, including word processing, data entry, excel, outlook, etc.

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.

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.

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.