GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing human resources related functions to include recruitment, processing the department’s payroll, and maintaining related payroll and personnel records. Reports to the Financial Management Analyst.

ESSENTIAL JOB FUNCTIONS

Initiates and processes personnel actions to effect changes in employee status such as pay increases, transfers, promotions, Family Medical Leave Act (FMLA) leave, leave of absences, and terminations; computes salary changes and adjustments; calculates retroactive pay according to established policies and procedures.

Maintains personnel files for attendance leave time, and payroll vouchers, Worker’s Compensation reports, and annual OSHA reports; monitors supplemental pay to ensure accuracy and compliance with established policy; responds to inquiries regarding pay practices and policies; updates and maintains vacancy report.

Processes payroll to include monitoring employee timesheets for accuracy, entering information into computerized systems in accordance with established procedures; monitors supplemental pay to ensure accuracy and compliance with City policy; responds to inquiries regarding pay practices and policies; gathers statistical information; researches pay issues and resolves as appropriate.

Assists with employment process to include entering requisitions; may facilitate the interview process by assisting with scheduling interviews and reviewing and submitting selection packages; tracks the progress of interview process ensuring HR deadlines are met. Assists with departmental human resources related matters, to include maintaining and updating the Onboarding Packet, attend job fairs, and serve on HR’s liaison committee.

Performs general administrative support responsibilities to include generating Munis reports, creates organizational charts; track departmental acknowledgement forms and maintains the department vacancy database; track leave eligibility; coordinates the truck maintenance schedule with Vehicle Services; processes cash deposits and patron refunds. Assists with departmental recordkeeping systems and destruction of files in accordance with the Library of Virginia Records Retention Schedule.

Coordinates the Department’s Mayor’s Book Club process; acts as point of contact for Newport News Public School and Mayor’s Book Club volunteers, liaison between Library staff ensuring deadlines are met, and materials are bundled and distributed.
Performs other duties as assigned.

**PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

**REQUIRED KNOWLEDGE**

- **Human Resources** – Knowledge of human resources and modern business principles, theories and practices to include FLSA, FMLA and related laws and regulations. Knowledge of recruitment and selection.
- **Payroll** – Knowledge of payroll methods, practices, and terminology to ensure accuracy and appropriateness of all transactions and compliance with the FLSA and applicable laws.
- **Customer Service** - Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

**REQUIRED SKILLS**

- **Computer Skills** – Utilizes a personal computer to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees, all levels of management to include representatives from other departments and organizations.
- **Time Management** - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology to meet strict deadlines.

**REQUIRED ABILITIES**

- **Judgement/Decision Making** – Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- **Communication** – Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of human resources issues with tact and diplomacy in a confidential manner.
- **Accounting & Budgeting** - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions.

**EDUCATION AND EXPERIENCE**

Requires an Associate’s Degree in Public Administration, Business Administration/Management, Human Resources or a related field and 1-2 years of related experience or an equivalent combination of education and experience.
ADDITIONAL REQUIREMENTS

Requires an acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check.

PHYSICAL AND DEXTERITY REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.