



**POSITION AVAILABLE:**

**JFS Human Resources Generalist/Payroll Specialist**

<b>POSTING DATE:</b>	<b>Wednesday, December 21, 2022</b>
<b>DEADLINE TO APPLY:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	Job & Family Services / Administration
<b>LOCATION:</b>	Ravenna, OH
<b>WORKING HOURS:</b>	Monday – Friday, 7:00 a.m. – 3:00 p.m.
<b>SALARY:</b>	\$18.88 / hour
<b>FLSA STATUS:</b>	Classified, non-exempt

**JOB OBJECTIVES:**

Under the direction of the Portage County Job & Family Services (PCJFS) Director, incumbent is responsible for managing the JFS payroll process, preparing payroll reports, verifying, and tracking employee leave balances, maintaining timekeeping system, and processing pay adjustments for JFS employees. Incumbent is also responsible for coordinating agency training, writing new or revising existing JFS internal policies and procedures, performing various personnel and administrative duties. Incumbent is responsible for working Portage County Human Resources in managing the recruitment process of new and transferring JFS employees and assisting Portage County Human Resources with JFS personnel functions. The incumbent is responsible for maintaining open position data relevant to the employees of Job and Family Services.

**MINIMUM QUALIFICATIONS:**

Associates Degree in Human Resources, Public or Business Administration or other related field and a minimum of two (2) years in a Business Service/Payroll capacity. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

**EXAMPLE OF DUTIES:**

Review employment applications and forward to appropriate JFS Department. Facilitates interview process and conducts interview testing; completes employment references; prepares communications regarding job offers or rejection for internal candidates. Facilitates new hire orientation and processes paperwork specific to JFS; updates new hire orientation material as needed. Prepares and reviews personnel paperwork for employee changes (promotions, terminations, transfers, etc.) and forwards to Portage County Human Resources for approval by the Portage County Board of Commissioners and/or County Administrator. Assist the JFS Director in preparing grievance responses and disciplinary paperwork; assist Portage County Human Resources with paperwork for pre-disciplinary hearings and coordination of the FMLA/ADA process and paperwork. Serve as the point of contact for JFS and County Resources for incident and injury reposts, ensuring complete and timely processing. Create job descriptions including researching job descriptions utilized by other county departments and/or other counties. Upon request; coordinate job evaluation activities with Portage County Human Resources. Maintain position descriptions, and other general records maintenance; ensure that all paperwork complies with applicable laws, rules, and regulations. Complete wage and salary surveys as requested by director's office. Gather, analyze, and input payroll data into both Time Force and Munis payroll systems. Prepare and process biweekly payroll including review and perform required weekly lunch conversions to ensure JFS policy compliance. Perform payroll/benefit-related duties, including imputing data into payroll balance sheet and prepare FTE documentation for JFS Fiscal Department. Conduct biweekly audits with Munis entry batch reports. Balance and prepare Final Earnings Proof for Auditor's certification. Sort and disburse employee paycheck stubs on a biweekly basis and assist with distribution of W2's to JFS staff. Prepare, process, and enter employee status changes in a timely fashion; perform a wide range of duties relative to the maintenance and processing of personnel records and reports. Receive and update employee time sheet on related documents for proof of medical appointment verification and adhering to JFS policy. Monitor/Process all pay adjustments including longevity, wage/step increases, promotion/demotion adjustments, end of probation, etc., and update electronic timecards. Run daily tardy and punch exceptions reports in Time Force payroll system; monitor and track tardiness of employees; notify employees and management of tardy notices and adhere to JFS tardy policy. Monitor vacation accruals, sick accruals and prior service and input into Time Force timekeeping system. Calculate, prepare exiting employee's vacation, sick and comp leave balance payout. Respond to inquiries regarding payroll policies and procedures. Confer and advise JFS Business Services Fiscal Supervisor to determine JFS payroll issues and training needs. Digitally image confidential employee personnel records.

**HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:  
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**  
**449 S. MERIDIAN STREET, 7<sup>th</sup> Floor**  
**RAVENNA, OHIO 44266**  
**EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225**