

POSITION Human Resource & Payroll Specialist, Limited Term
APPLY BY October 1, 2020
HIRE DATE November 1, 2020

DIVISIONS Human Resources
REPORTS TO Chief HR Officer & HR/Benefits & Compensation Manager
CLASSIFICATION Non-Exempt/Hourly
POSTING DATE September 10, 2020

SUMMARY

This position will assist with employee benefits, professional development, perform payroll functions, recruitment, and other human resources related employee tasks. This position must maintain a high level of confidentiality and abide by all laws and regulations related to discrimination, harassment, Title VII and Affirmative Action. This full-time, year-round, benefited position is limited term with a projected end date of January 31, 2022.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

Human Resources

- Coordinate employee benefits to ensure efficient operation of the payroll and benefits function
- Ensure compliance with applicable laws, rules, and regulations.
- Maintain and update employee benefits information in records and databases
- Address employee questions/concerns
- Reconcile benefit payroll records
- Perform advertising and recruitment activities such as posting positions and scheduling interviews
- Complete onboarding for new employees; enter new employee data; assist with orientation as needed; process student new hires; complete background checks and I9 verifications.
- Maintain employee database
- Process purchase requisitions

Professional Development

- Coordinate Learning Academy speaker planning and scheduling of events
- Assist with in-service planning
- Creating surveys to assess professional development offerings
- Assist with instructor professional development plans
- Assist with Faculty Quality Assurance System instructor qualification tracking

Payroll

- Assist with processing employees payroll
- Process payroll and deduction codes
- Management of tax, ACH and direct deposit accounts
- Assist with monthly, quarterly and fiscal year reports
- Payroll year end processes
- Assist with retiree medical OPEB balances
- Performs other related duties of a comparable level/type as assigned

TRAINING AND EXPERIENCE

- Bachelor's degree in Human Resources or related field and 5 years of equivalent level benefits management and human resource administration experience along with large company payroll experience; or equivalent combination of education and experience.

KNOWLEDGE AND SKILLS

- Human resources principles and practices;
- Employee relations principles and practices;
- Benefits management principles;

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KNOWLEDGE AND SKILLS (continued)

- Payroll experience; accounting background is preferred;
- Customer service principles;
- Applicable Federal, State, and local laws, rules, regulations, and/or statutes;
- Mathematical principles;
- Applicable computers and software.
- Managing benefits program;
- Preparing reports;
- Providing customer service;
- Interpreting and applying applicable laws, rules, regulations, policies and procedures.
- Maintaining confidentiality;
- Analyzing processes and making recommendations for improvement;
- Using computers and related software applications;
- Interpreting departmental procedures and policies;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS

Positions in this class typically require: crouching, stooping, kneeling, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc.

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or 608.822.2314.

WAGE BAND: B24, Hourly Range - \$20.75 - \$26.98

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

Health Insurance	Health Savings Account	Long-Term Disability Insurance
Dental Insurance	Wisconsin Retirement System	Life Insurance

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.