

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

HUMAN RESOURCES SPECIALIST

CLASS CODE: 99-31-05

POSITION PURPOSE

Maintains personnel files, is responsible for the Time Keeping System (TKS), and approves and processes payroll for the Unified Judicial System (UJS); acts as the benefit specialist within UJS; and performs administrative support duties including typing, corresponding, filing, etc., as required to ensure that records, correspondence, and documents are processed and filed correctly.

DISTINGUISHING FEATURE

This position is distinguished by accomplishment of assigned human resources functions which benefit UJS employees statewide, e.g., timekeeping, payroll, personnel file management, and providing current and accurate benefit information to all staff; and by assisting the Human Resources Director with recruitment, hiring, and termination procedures; compiling special reports; and conducting daily administrative support duties.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Processes, maintains, and enters payroll actions into the payroll system and ensures timeliness and accuracy, which includes checking information in the system after the Bureau of Human Resources (BHR) has completed its reports.
 - a. Completes appropriate paperwork including payroll action forms (PA) and provides documentation when needed.
 - b. Checks all new hire employment forms to ensure they are completed correctly.
 - c. Notifies various staff of all new hires and resignations/retirements.
 - d. Advises circuit administrative staff and employees concerning proper payroll procedures and processes.
 - e. Maintains a supply of all personnel forms, videos, and orientation materials; and mails them to circuit administrative personnel when requested or revised.
 - f. Prepares necessary final paycheck paperwork relative to terminating employees.
 - g. Calculates terminating employees' last paychecks.
 - h. Completes, signs, and sends appropriate forms to South Dakota Retirement System (SDRS).
 - i. Prints and distributes the semimonthly master personnel report.
 - j. Establishes and maintains personnel and medical files for employees by filing all personnel and medical-related items in appropriate files and ensuring security and accuracy of contents.
 - k. Maintains a list of terminated employees by fiscal year and prepares personnel files for storage.

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- I. Schedules and conducts employee orientation for Supreme Court's and State Court Administrator's Office's (SCAO) new hires, and transfers to UJS.
2. Maintains the Time Keeping System (TKS) and processes payroll to ensure proper and timely payment to UJS employees and Judges, and compliance with statutes.
 - a. Distributes a message to employees when TKS is open and employees' hours should be entered into the system.
 - b. Maintains TKS security and updates as needed.
 - c. Provides technical assistance to employees and supervisors with TKS entries and payroll processes to ensure accuracy and understanding to both new and existing employees.
 - d. Reviews time records and leave requests.
 - e. Generates overtime reports to assist in completion of payroll.
 - f. Reconciles and verifies TKS reports before exporting TKS hours to the state payroll system.
 - g. Signs payroll authorizations and authorizes payment of regular payrolls and correction runs.
 - h. Processes payroll corrections and leave reports as needed.
3. Prepares job announcements for posting by drafting announcements and newspaper advertisements; and distributes them within established deadlines.
 - a. Receives applications for job openings and maintains a file for each opening.
 - b. Creates a list of all applicants and forwards the list along with all applications to the appointing authority when the job announcement closes.
 - c. Mails letters to unsuccessful applicants and closes the job announcement file by recording pertinent information on EEO statistical report.
 - d. Assists South Dakota Department of Labor, BHR, and applicants with questions on job announcements and new-hire employee information.
 - e. Maintains closed job announcement files and prepares them for storage.
4. Answers questions from employees and Judges regarding health benefits; and works with BHR Benefits Division to resolve issues for UJS employees and Judges.
 - a. Keeps current on changes to the BHR health plan.
 - b. Works with BHR concerning paperwork dealing with changes to benefits.
 - c. Maintains current benefits forms for distribution to new hires for orientation.
5. Maintains all UJS employees' personnel files including confidential medical files.
 - a. Assists circuit administrators and other supervisors in obtaining federally required file information from newly hired employees.
 - b. Ensures all documents within personnel files are properly indexed for search and retrieval capability for reports and audits.
 - c. Performs quality control review of documents prior to electronic filing and destruction of paper files.
6. Maintains various reports and statistics in regard to human resources operations.
 - a. Maintains master position changes report by fiscal year and verifies changes on the payroll system.
 - b. Processes extra-judicial employment forms and maintains a master report.
 - c. Maintains and tracks Family and Medical Leave (FMLA) requests and forms.
 - d. Processes first report of injury forms and maintains a master report of Workers'

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- Compensation reports and claims.
- e. Maintains and updates UJS organizational charts.
 - f. Maintains a historical file for position changes and information and position descriptions.
 - g. Maintains, updates, and distributes the classification listing as needed.
7. Authorizes longevity pay, prepares longevity letters for the Chief Justice's signature, and mails longevity letters with checks and pins for years of service; and orders and distributes retirement plaques.
8. Serves as the administrative support for the Human Resources office.
- a. Answers the telephone and directs callers to appropriate staff as well as answering routine inquiries.
 - b. Opens and distributes incoming mail and prepares outgoing mail.
 - c. Prepares various correspondences.
 - d. Prepares materials and makes arrangements for meetings.
 - e. Maintains various manuals by filing updates.
 - f. Completes employment verifications requested by financial institutions on present and past employees.
9. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position is responsible for ensuring UJS employees are informed of and comply with human resources processes they use routinely; maintaining knowledge of available benefits and conveying information to all staff; processing payroll and making sure it is correct; and managing administrative tasks to support the human resources division.

ESSENTIAL FUNCTIONS REQUIRE

Proficiency in the use of varied office equipment including computers, printers, telephones, copiers, etc.; proficiency in use of systems and software; attendance in accordance with rules and policies; and meticulous attention to details when reviewing employees' time worked, processing payrolls, managing personnel files, and maintaining required documentation according to laws and policies. This position also requires working effectively with coworkers; meeting deadlines; and communicating (verbally and in writing) complex rules, policies, and procedures.

PROBLEMS AND CHALLENGES

Challenges include verifying payrolls have been run correctly, all information and paychecks are correct, and statutory requirements have been fulfilled. This is challenging because of numbers of employees and all the variances that occur for each, and the policies and procedures that must be considered for each variance. Further challenged to maintain personnel and medical files up to date with accurate and timely information. Additionally challenged to apply policies and procedures consistently in the areas of compensation and benefits, which is difficult because judgment decisions are often involved; and to inform employees and make sure they understand how various benefit options impact their situations.

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Problems encountered include finishing all tasks related to payroll within timelines, e.g., changing employee information, making sure time sheets are accurate, requesting information from circuit administrators for new hires or terminations, etc.

DECISION-MAKING AUTHORITY

Decisions include approval of the accuracy of time sheets and payrolls; and priority of workload, some of which has established deadlines and timeframes.

Decisions referred include final approval of personnel actions, resolutions in unusual situations or potentially legal matters, and development of policies and procedures.

CONTACT WITH OTHERS and PURPOSE

Daily contact with supervisor and coworkers regarding daily functions; and with circuit administrative personnel to exchange information, answer questions, and assist with benefit questions and problems; frequent contact with UJS employees to discuss changes in their benefits and answer questions on payroll; continual contact with BHR and SDRS staff to coordinate benefits and solve problems; and with applicants in regard to processing their applications for openings within UJS.

WORKING CONDITIONS

The incumbent works in a typical office environment.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- human resources rules, policies, and procedures related to personnel records, payroll, position control, and benefits programs;
- Lawson payroll system (preferred);
- Microsoft applications specifically Word and Excel.

Ability to:

- interpret and apply rules and procedures;
- adhere to established deadlines and timeframes;
- operate a wide variety of office equipment;
- maintain confidentiality of UJS employees' personnel and medical file information and work-related issues;
- communicate effectively both orally and in writing with a wide variety of people;
- organize and prioritize workload.

Education:

Graduation from high school or possession of a GED certificate.

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Experience:

Two (2) years of experience in payroll and/or recordkeeping; or an equivalent combination of related education and experience.