

NOTICE TO LOCAL # 1300 EMPLOYEES

SUBJECT: VACANCY

Pursuant to Article VII, Section 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local # 1300 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a vacancy. Consequently, applications for the positions of **HUMAN RESOURCES CLERK**, Department of Administrative Services, Office of Human Resources, will be accepted in the Office of Human Resources from February 7, 2007 through February 13, 2007. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, SPHR, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

1. **RATE OF COMPENSATION:**
 - a. The 2007 salary range for this position is \$28,451.00 to \$33,471.00 for current bargaining unit members. Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1300.

2. **HOURS OF WORK:**
 - a. 9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.

3. **DUTIES**
 - a. Perform all aspects of payroll administration on a bi-weekly basis for City employees including, but not limited to:
 - 1) Record and monitor all vacation and sick leave use.
 - 2) Interpret completed W-4's for tax assignment.
 - 3) Enter data into computer payroll system and transmit payroll via modem.
 - 4) Post overtime and other adjustments to payroll.
 - 5) Prepare General Fund transfer to payroll account.
 - 6) Prepare breakdown of City FICA payment.
 - 7) Sort and distribute payroll checks and attachments.
 - 8) Sort and distribute W-2's.
 - 9) Calculate bi-weekly salary.
 - 10) Any and all other related duties as assigned.

- b. Perform all aspects of pension administration on a monthly basis for the City's five pension funds including but not limited to:
 - 1. Prepare and distribute pension checks and direct deposits, via electronic transfer.
 - 2. Make adjustments to the pension funds each month.
 - 3. Make all necessary deductions as needed.
 - 4. Prepare pension deduction checks and distribute.
- c. Review all payroll reports, investigate and correct errors.
- d. Deduct annual Occupational Privilege Tax and remit to Berkheimer, along with required reports.
- e. Act as a liaison with the various taxing entities with regard to the proper filing of all employment taxes.
- f. Prepare all payroll deduction checks, as well as a summary of same.
- g. Make adjustments to payroll deductions as needed.
- h. Maintain records of all payroll deductions and prepare bi-weekly, quarterly, and annual reports for distribution to various City personnel.
- i. Prepare forms required for deferred compensation and supplemental insurance deductions and maintain records relative to same.
- j. Prepare all required payroll reports.
- k. Prepare OCD quarterly reimbursement report and maintain records relative to same.
- l. Complete loan application and Domestic Relations forms.
- m. Make proper deductions for union dues, prepare report and check for payment to respective unions, and maintain records relative to same.
- n. Prepare breakdown of salaried line for posting.
- o. Calculate annual United Way deductions.
- p. Coordinate all aspects of benefits administration including but not limited to:
 - 1) Health, dental, and vision insurance.
 - 2) Life insurance.
 - 3) Voluntary benefits.
 - 4) Deferred Compensation Plan.
 - 5) Pension plans.
- q. Maintain all City records in confidentiality.
- r. Perform any and all other related duties as assigned.

4. QUALIFICATIONS

- a. Expertise with computers and numerous software programs including, MS Windows and Microsoft EXCEL, ABRA, and database systems as well as the ability to formulate reports using Crystal Reports.
- b. Experience electronically processing payroll.
- c. Associates Degree required, Bachelors Degree preferred, in Business, Human Resources or other related field of study.
- d. Highly organized and able to meet numerous deadlines on a weekly basis.
- e. Ability to maintain accurate records.

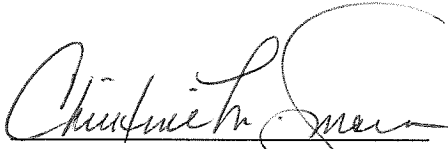
- f. Proficient typist.
- g. Ability to deal with public in a courteous and professional manner.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Sedentary position which requires occasional standing, walking, bending, and stooping.
- b. Position requires work within an office environment with minimal exposure to outside elements.

6. OTHER:

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.



Christine M. Jensen, SPHR
February 6, 2007

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICES EMPLOYEES LOCAL # 1300 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.

THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR WEMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, OR FAMILY STATUS.

THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER.

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