

Convention Center Authority

Position Title: Payroll and Benefits Specialist

Position #:	
Salary Grade:	
Effective Date:	7/1/2022
Revision Date:	5/20/2022

<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
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Indicate Employee Type
<input checked="" type="radio"/> Administration
<input type="radio"/> Sales/Marketing
Event & Facility Operations
<input type="radio"/> Event Services
<input type="radio"/> Communications
<input type="radio"/> Building Services
<input type="radio"/> Facility Services
<input type="radio"/> Safety

POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.

Under direction of the Convention Center Director of Human Resources is responsible for the daily human resources functions within the Convention Center Authority (CCA), i.e., Payroll and Benefits administration. May participate in recruitment, staffing, posting of job announcements, performance evaluations, process management of personnel files and profiles; and other activities.

PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions. Also identified is how critical the task is to the position, with 1 being the least important, 5 being the most important.

RESPONSIBILITIES/DUTIES	
1	Will effectively manage priorities with great attention to detail while performing a wide variety of routine record-keeping and benefit and payroll processing activities. The ideal candidate will have strong analytic skills, strong Excel skills, a high attention to detail and excellent customer service skills.
2	Assists with all aspects of administering NMCC's health and welfare employee benefits plans.
3	Assists with all aspects of payroll administration.
4	Manages process for approval of hourly timecards and coordinates with departments to ensure accurate timecards are maintained.
5	Routinely assists with processing payroll for 100 - 200 team members; sets up benefits and wage assignment deductions in HRIS.
6	Reconciles 401(k) contribution reports and confirms plan withdrawals are accurate with team member deduction elections and plan guidelines.
7	Duties include benefits enrollment, eligibility tracking, database maintenance, data reporting, and responding to benefits inquiries.
8	Liaise with Metro Human Resources Department as needed for information on benefits programs, insurance, & other team member benefits
9	Participates in team member staff meetings; employee special event planning, and other department related activities as needed (Holiday/Charity Committees)
10	Acts as an intermediary between employees and insurance carriers.
11	Provides clerical and administrative support and assists with department projects. Participates in department meetings and provides updates to areas of accountability.
12	Responsible for the coordination of benefits and payroll onboarding and orientation activities.
13	Must communicate effectively and be able to work effectively in a cooperative team environment, adhere to Company and Department policies and procedures, including regular and predictable attendance.
14	Experience with an automated HRIS system and a working knowledge of Microsoft Office applications is required.
15	Performs additional duties as assigned.

Job Evaluation Factors (Check all that apply)

Formal Education <small>(Minimum Required)</small>	<input type="checkbox"/> H.S. Diploma or GED preferred <input type="checkbox"/> Vocational or Technical School required <input type="checkbox"/> Associate's Degree preferred	<input checked="" type="checkbox"/> Bachelor's Degree preferred <input checked="" type="checkbox"/> Education/Experience Equivalent <input type="checkbox"/> Other:
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Minimum Experience <small>(Minimum Required)</small>	<input type="checkbox"/> None <input checked="" type="checkbox"/> One to three years <input type="checkbox"/> Three to five years <input type="checkbox"/> Other: _____	Impact On Budget <input checked="" type="checkbox"/> Contributory <input type="checkbox"/> Direct <input type="checkbox"/> Other:
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Decision Making <small>(level of direction & supervision)</small>	<input type="checkbox"/> Little independent judgment required <input checked="" type="checkbox"/> Judgment/discretion to make independent decisions within guidelines <input checked="" type="checkbox"/> Establish Policy & Procedures <input type="checkbox"/> Other:
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Problem Solving

*(Typical level encountered over
extensive period of time)*

- By reporting and/or talking to supervisor
- Choices defined in standard work procedures/policies
- Methods chosen before in similar situations
- Identification and analysis of diverse problems
- Complex, varied and only mildly related to those seen before
- Requires understanding/evaluation of impact upon the NCC
- Other:

External Contacts	<input type="checkbox"/>	External communication is minimal
	<input checked="" type="checkbox"/>	Regular contact with general public
	<input type="checkbox"/>	External contacts involving difficult formal negotiations
	<input checked="" type="checkbox"/>	Effectively deal with diverse groups and organizations
	<input type="checkbox"/>	Other:

Supervisory Responsibility <small>(Typical level encountered over extensive period of time)</small>	<input type="checkbox"/>	None
	<input type="checkbox"/>	Authority limited to direction of temporary employees only
	<input checked="" type="checkbox"/>	Orient/train others; may act in a lead capacity
	<input type="checkbox"/>	Provide leadership/direction to staff on event related issues
	<input type="checkbox"/>	Supervise multiple functions, with full responsibility for effective operation & results
	<input type="checkbox"/>	Overall responsibility to provide direction and guidance
	<input type="checkbox"/>	Other:

Number of Direct Reports: 0

Job-Related Knowledge <small>(knowledge of...)</small>	<input checked="" type="checkbox"/>	Basic skills in oral/written communication	<input type="checkbox"/>	Microsoft Publisher
	<input checked="" type="checkbox"/>	Microsoft Word	<input type="checkbox"/>	AutoCAD
	<input checked="" type="checkbox"/>	Microsoft Excel	<input checked="" type="checkbox"/>	Financial Management
	<input checked="" type="checkbox"/>	Microsoft PowerPoint	<input checked="" type="checkbox"/>	Administrative principles/practices
	<input type="checkbox"/>	Microsoft Access	<input checked="" type="checkbox"/>	Computers
	<input checked="" type="checkbox"/>	Microsoft Outlook	<input type="checkbox"/>	Other:

WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)

Working Conditions

Physical Effort

- | | | | |
|---|--|--|---|
| <input checked="" type="checkbox"/> Office, computer room | <input type="checkbox"/> High noise environment | <input checked="" type="checkbox"/> Typically sitting at a desk or table | <input type="checkbox"/> Lifting 11-25 lbs |
| <input type="checkbox"/> Service Areas | <input type="checkbox"/> High dust, dirt, grease environment | <input type="checkbox"/> Typically standing or walking | <input type="checkbox"/> Lifting 25 lbs or more |
| <input type="checkbox"/> Flexible work schedules | <input type="checkbox"/> Exposure to moving machinery | <input type="checkbox"/> Bending, crouching, stooping | <input type="checkbox"/> Using Power Tools |
| <input checked="" type="checkbox"/> Valid TN Driver's License | <input type="checkbox"/> Exposure to chemicals | <input type="checkbox"/> Running, climbing | <input type="checkbox"/> Using Pallet Jack |
| <input type="checkbox"/> Travel Required | <input type="checkbox"/> Outdoor exposure to weather | <input type="checkbox"/> Intermittently sitting/standing/walking | <input type="checkbox"/> Using Utility Carts |
| <input checked="" type="checkbox"/> Exposure to Customers | <input type="checkbox"/> Requires Pre-employment Physical | <input type="checkbox"/> Climbing ladders/scaffolds | <input type="checkbox"/> Using Forklift |
| | | <input checked="" type="checkbox"/> Lifting 10 lbs or less | <input checked="" type="checkbox"/> Driving NCC Vehicle |

Team Member Print Name/Date _____

Date: _____

I have read and understand the job requirements.

Team Member Signature _____

Supervisor Print Name: _____

Date: _____

Supervisor's Signature: _____

Title: _____

Copies to: Team Member
Department Director
Personnel File

Human Resources Coordinator

For HR Use Only (Do not write below this line):