

**CITY OF CRANSTON
DEPARTMENT OF PERSONNEL
ANNOUNCES A CLOSED PROMOTIONAL CIVIL SERVICE EXAMINATION
FOR CLASSIFIED TEAMSTER MEMBERS
FOR
PAYROLL/BENEFITS CLERK**

Salary Range: Grade 22 Minimum \$52,557.05 Maximum: \$65,699.27

Applications must be filed on or before **Tuesday, November 21, 2023**, in the office of the Director of Personnel, Room 107, Cranston City Hall. Applications available at www.cranstonri.com. Time and place of examination to be announced by e-mail.

Completed applications may be submitted to the Personnel Department by:

1. Fax: **(401) 780-3129**
2. Email: **Personnelapplications@cranstonri.org**
3. US Mail: Personnel Director, **869 Park Avenue, Cranston, RI 02910**

The primary purpose of this position is to prepare and distribute the City's bi-weekly payroll and prepare the associated reports required on a bi-weekly, monthly, quarterly, and annual basis.

DUTIES: The payroll/benefits clerk is responsible for coordinating the bi-weekly payroll. The payroll/benefits clerk works with the personnel department to ensure that new employees are properly set up in the ADMINS system. Each employee is assigned a position number by the personnel department. This number dictates the salary, bargaining unit, and hours that each employee works. The position number is then linked to the employee maintenance screen in payroll so that all relevant information is carried across from personnel and into payroll. The payroll/benefits clerk is responsible for creating the bi-weekly time sheets, which serves as the source document in generating the payroll. The payroll/benefits clerk is responsible for inputting the time sheets for all departments except police, fire, highway, and library departments. In these departments, there are clerks assigned these specific duties. If these clerks have any issues with inputting the payroll they are resolved with the help of the payroll/benefits clerk and the Information Technology department. The payroll/benefits clerk also enters all personnel action forms generated by the personnel department and maintains a folder for each employee that contains all relevant data associated with that employee. The payroll/benefits clerk also coordinates with the finance department to ensure adequate funding of the payroll. Payroll checks/direct deposits are issued every other Friday and cover the preceding 2 weeks period.

With regards to benefits the payroll/benefits clerk is responsible for maintaining the following items:

EMPLOYEES RETIREMENT SYSTEM OF RHODE ISLAND (ERSRI): After each payroll the clerk prepares a contribution report that is reconciled and uploaded to ERSRI website for each of the three units the city maintains. (Municipal, Police and Fire)

HEALTH SAVINGS ACCOUNT HSA: Create spreadsheet based on payroll contributions report, send via secure website, confirm total and authorize ACH. In the late fall need to run an additional fair for employees wishing to participate in the Health Savings Account (HSA) program (calendar year based program).

COBRA: Maintain COBRA files including letters of eligibility, delinquency, and termination. Track and post payments to participants' file.

OPEN ENROLLMENT/HEALTH FAIR: Coordinate health care providers for open enrollment fair that is implemented by July 1st each year. Also need to make any changes resulting from the open enrollment as well as any changes that occur during the year (including the buyback benefit).

OPEB (OTHER POST-EMPLOYMENT BENEFITS) REPORT: Report content Police and Fire Retirees as well as active Police and Fire lists personal information/type of coverage and coverage plan. Maintain and update rosters as changes occur, report used for audit as well as Internal City Auditor.

EXAMINATION:

The examination shall consist of a written test. The weight of the examination shall be 75% attributed to written test 25% attributed to the oral test. The minimum passing grade shall be 70%. Qualified employees will have appropriate seniority points added to a passing score.

QUALIFICATIONS: An associate degree or five years of payroll related experience. Knowledge of Microsoft Office is required and familiarity with ADMINS or other payroll software is preferred.