



Make a difference
MAINE
State Government

MAINE DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

HEALTH AND HUMAN SERVICES SERVICE CENTER

PERSONNEL ASSISTANT

Direct Hire

CODE: 0458 RANGE: 17 (Confidential) SALARY: \$14.20 – \$ 18.82/hr.

Value of State-paid Health & Dental Insurance: \$358.71 biweekly (95% State contribution).
Value of State-paid Health & Dental Insurance: \$340.52 biweekly (90% State contribution).
Value of State's share of employee's retirement: 22.07 % of pay.

OPENING DATE: September 19, 2013

CONTACT: Debra Webb

CLOSING DATE: October 2, 2013

TELEPHONE: (207) 287-4263

JOB DESCRIPTION:

This is paraprofessional support work processing payroll for Riverview Psychiatric Center (RPC) in Augusta. As the Personnel Assistant at Riverview Psychiatric Center you will maintain and process payroll and employee benefits for approximately 330 staff. You will process human resource transactions, resolving complex payroll issues as well as other payroll and human resource projects as needed. You will explain routine collective bargaining contract provisions, Civil Service law and rules as it relates to payroll and human resource transactions. You will also maintain statistics and prepare reports.

MINIMUM REQUIREMENTS:

In order to qualify, you must have a four (4) year combination of education, training, and/or experience which provides a basic knowledge of payroll and human resource administration functions.

TYPICAL DUTIES in this job classification include:

- ... Process a bi-weekly payroll and benefits for approximately 330 staff.
- ... Reviews and examines time and attendance transactions.
- ... Explains routine collective bargaining contract provisions, Civil Service law and rules, and benefits.
- ... Prepares, submits, and maintains benefits for RPC staff.
- ... Prepares, maintains employment statistics; graphs, charts, and prepares reports on working hours, positions, and salary information from internal computer programs such as TIMETRAK, TAMS, MFASIS, GQL, and/or other Microsoft applications.
- ... Monitors & assists with the preparation of retro payments, adjusted service dates, insurance billing, special pays, and reclassification calculations.
- ... Assists new hires with employment benefit forms and questions.

... Demonstrates flexibility and adaptability in a busy and dynamic environment, and works well in a team environment.

TESTING PROCEDURE:

Please address the following performance areas in a cover letter or separate sheet of paper to accompany your application and any other materials you would like to submit.

PERFORMANCE AREA #1: Please describe your experience using the TAMS Payroll System, and/or any other automated Time & Attendance Payroll System.

PERFORMANCE AREA #2: Please describe your experience using the MFASIS HR system and/or any other automated HR system.

PERFORMANCE AREA #3: Please describe your experience in Payroll processing complex payroll processing. Describe how many on the payroll and if the payroll was manual or automated.

APPLICATION INFORMATION:

For additional information about this position, please e-mail Aimee.Rice@maine.gov.

To apply, please forward a State of Maine application form, current resume and cover letter or separate sheet addressing the three (3) performance areas as noted above to:

Debra L. Webb debra.l.webb@maine.gov DHHS Human Resources Division
DHHS-Service Center
#11 State House Station
221 State Street
Augusta, ME 04333

Direct hire applications are available at www.maine.gov/dhhs/jobs

*The Department of Health & Human Services is an Equal Opportunity/Affirmative Action employer.
We provide reasonable accommodations to qualified individuals with disabilities upon request.*
