

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50567793

Allocation Action:	New Position
Official Allocation:	HR ANALYST C
Job Code:	170820
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/19/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	155686
Consultant:	DHU
Supervisor:	PDA



CLASSIFIED WAE POSITION DESCRIPTION

Form Revision Date: 11/2016

TYPE OF REQUEST

Check appropriate request boxes.

☐ UPDATE

☒ NEW POSITION

☐ MASTER

PERSONNEL AREA CODE

0A04

POSITION NUMBER

CURRENT OFFICIAL JOB TITLE

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE

Human Resources Analyst C

REQUESTED PAY LEVEL

AS-615

REQUESTED OFFICIAL JOB CODE

INFORMATION REQUIRED FOR NEW POSITION

FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT

50025983

COST CENTER NUMBER

WORK PARISH

East Baton Rouge

PERSONNEL SUBAREA

5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY

☐ FT SALARY

☒ PT HOURLY

GENERAL INFORMATION

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Human Resources/ Quail Drive

OFFICIAL TITLE OF SUPERVISOR

Human Resources Director A

DIRECT SUPERVISOR'S POSITION NUMBER

50308483

COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE/AGENCY

ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required)

☒ Duties / Responsibilities (required)

☐ Comments


☐ MJD Position Numbers

ADDITIONAL INFORMATION

PLEASE PROVIDE JUSTIFICATION ON WHY THIS POSITION IS NEEDED ON A TEMPORARY BASIS.

This position is the Payroll position in the Human Resources Department of LHC. The full-time regular permanent incumbent resigned her position. LHC will continue to employ the incumbent for approximately 16 hours per week to perform critical payroll activities. Some responsibilities were removed from the position and moved to the Accounting Services department or to other Human Resources staff. The remainder of these duties, the critical payroll responsibilities, form this position description.

ADDITIONAL INFORMATION
IF BASED ON AN INITIATIVE OF THE APPOINTING AUTHORITY, EXPLAIN THE PROGRAM OR PROJECT BASED ON THIS INITIATIVE AND THE LEVEL AND DURATION OF THIS WORK.

AGENCY APPROVAL			
SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE			
			DATE 3/15/19
PRINT NAME AND TITLE OF PERSON SIGNING THIS REQUEST			
E. Keith Cunningham, Jr.			
CONTACT INFORMATION (HUMAN RESOURCES CONTACT)			
NAME	Kevin Brady		
EMAIL	kbrady@lhc.la.gov	PHONE NUMBER	225-763-8896

DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100%

LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

50% Responsible for employee setup and maintenance in the Payroll system. Collects W-4 and L-4 forms from employees and enters information. Enters personnel information and pay rates, assigns deductions, assigns leave plans, enters direct deposit information and prepares pre-note for Accounting Services. Distributes and accepts W-4 and L-4 forms for employees throughout the year. Makes changes to tax information in the payroll system as required. Responds to general questions about taxes. Troubleshoots tax issues.

Collects time sheets, leave forms, and overtime forms from supervisors. Reviews time sheets to ensure time has been allocated and recorded correctly and proper approvals have been obtained. Ensures that leave and overtime forms are submitted with the time sheet and that proper documentation is submitted with the leave form to cover the period of absence, if necessary. Responds to questions about the process and use of time sheets, leave forms, and overtime forms. Makes adjustments to time sheets if proper documentation is not submitted to support leave or overtime. Makes corrections to succeeding payrolls if leave or overtime is not credited properly.

Ensures that all required information is entered into the Payroll system to pay employee. Ensures that all regular payroll deadlines are met and that employees are paid timely. Runs payroll and produces an Electronic Funds Transfer (EFT) file. Calculates payroll and check pre-check register for completeness. Generates, uploads, and releases the EFT file. Posts the Payroll General Ledger entry (automatically posted when payroll is posted).

50% Prepares the biweekly liabilities for payment. Prepares payment requests for flexible spending accounts, federal and state taxes, FICA 2, deferred compensation, and garnishment deductions. Enters and post Accounts Payable invoices and payments in system. Generates, uploads, or releases EFTs. Uploads payroll data to external systems – Office of Group Benefits, Internal Revenue Service, Deferred Compensation, and others as necessary. Posts the General Ledger entries created in the process. Maintains the vendor files in the system. Adds any new vendors as necessary.

Prepares the monthly liabilities for payment. Prepares invoices/ payment requests for payment. Enters and posts Account Payable invoices and payment sin system. Generates, uploads, or releases EFTs. Mails checks to vendors. Uploads Office of Group Benefits Flexible Spending Accounts file and LASERS retirement electronic files. Posts the General Ledger entries created in the process. Maintains current files; archives files.

Responsible for tax reporting. Gathers data, checks data for integrity, and submits the following reports: Quarterly 941s, Quarterly Department of Labor report, Quarterly L-1, Annual L-3, Annual W-2s and W-3s, and Annual 1094-Cs and 1095s. Maintains tax files; keeps 3 years W-2 files readily accessible. Archives past files.

Responsible for annual payroll audit. Enters data in spreadsheet for calculation of Payroll Accrual, Comprehensive Absences Accrual, and calculation to reclassify leave taken to 243. Enters and posts Payroll Accrual, Comprehensive Absences Accrual, and Leave Taken Reclassification entries to the General Ledger.

Louisiana Housing Corporation – Human Resources

03/2019

