



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Human Resources	Assistant City Administrator/Human Resources Hille	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.17 – Job Description

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
X	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council approve the job description for the Human Resources/Payroll Coordinator position and authorize recruitment.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>Staff are requesting the City Council approve the job description and authorize recruitment for the Human Resources/Payroll Coordinator position. This position is budgeted and has been presented to the Administrative Subcommittee as well as the Public Works Subcommittee. The role was originally discussed and presented during the June 2025 Staffing Plan, where staff were given direction to bring back further information.</p> <p>This role will be an addition to the Human Resources department which currently has one employee, Assistant City Administrator/Human Resources, which has a dual role. This addition will assist in tasks including policy review and development, drug and alcohol testing, records retention, annual employer reports, employee benefit programs, open enrollment, Minnesota Paid Leave, COBRA Administration, position recruitment, pre-employment screening, employee training, employee engagement, safety program management and safety program compliance.</p> <p>Since the Assistant City Administrator/Human Resources position was created in 2021, there has been growth in staff from 28 full time to 42 full time employees (2025). This increase creates a greater demand from employees in the Human Resources department for assistance, requests, training, communication and availability. The addition of a position will allow employees to have greater access to human resources and to allow for a more timely response to requests.</p> <p>In addition to assisting with human resources tasks, the position will also assist in the processing and review of payroll. This will allow cross training and back-ups available in this function. As staff has grown, payroll complexities have increased, with the addition or change of benefits, Minnesota Paid Leave, and reporting requirement changes.</p>	

Staff support this request as this position will improve service and work for all departments and employees within the City. In lieu of the addition of this position, staff would be requesting a contract to outsource payroll which is estimated at \$80,000, which does not include the added services of other human resources functions.

The draft recruitment schedule is:

- Recruitment Authorization: 1/26/2026
- Position Posted: 1/28/2026
- Position Closes: 2/19/26
- Tentative Interviews: 3/3/2026
- Council Review: 3/23/2026
- Tentative Start Date: 4/13/2026

The position was scored at 194, which is grade 6 and aligns with the budgeted wage.

The initial job description was reviewed at the Administrative Sub-committee on December 10, 2025, and staff were requested to make changes and return to Administrative sub-committee on January 14, 2026, with recommendation for consideration of approval by the City Council.

After staff reviewed and researched the market, they have recommended the change of the title to be Human Resources/Payroll Coordinator to better reflect tasks and responsibility in role.

SUPPORTING DOCUMENTS ATTACHED:

- **Job Description**

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve the Human Resources/Payroll Coordinator Job Description and to authorize recruitment.

BUDGET INFORMATION

FUNDING:	BUDGETED:
General Fund – Human Resources (41800)	Yes



Position Description

Position: Human Resources/Payroll Coordinator
Department: Human Resources
Position Status: Full-time
FLSA Status: Non-exempt
Pay Grade: 6
Date Approved: DRAFT

DESCRIPTION OF WORK

General Statement of Duties: Perform skilled to highly skilled administrative support work including processing payroll, benefits administration, general human resources duties; and performs other administrative duties as required.

Immediate Supervisor: Assistant City Administrator

Supervises: None.

Provides Work Direction to: None.

MAJOR JOB FUNCTIONS

1. Human Resources:
 - a. Research, recommend and implement policies related to Human Resources in the public sector
 - b. Administer and coordinate the City's drug and alcohol testing, and medical testing programs
 - c. Maintain employees files to ensure all legal requirements and separation of files are met and confidentiality of employee files is maintained while providing access to only those individuals who are legally allowed access
 - d. Coordinate performance evaluation system to ensure timely reviews are completed and placed in personnel files
 - e. Complete pay equity reporting per State law
 - f. Administer a standard employee orientation process
 - g. Submit workers compensation and disability claims with input and approval from employee, supervisor and Assistant City Administrator.

2. Employee Benefits:

- a. Recommend the development, implementation and administration of employee benefit programs and maintain insurance programs
- b. Inform employees of all benefits at time of hire; answer questions, and provide forms for application/enrollment
- c. Assist employees with insurance enrollment and open enrollment for City and voluntary insurance plans
- d. Assist with the administration and management of the Minnesota Paid Leave Program and other leaves of absences
- e. Ensure correct deductions are made and paid to appropriate vendor for all employee benefits
- f. Manage the COBRA Administration contract
- g. Notify employees per law of their COBRA and other legal rights when the circumstances require notification
- h. Serves as liaison with employee benefits insurance agent/providers in the renewal process, reviewing rates, and recommending contract approval
- i. Maintain Section 125 Plan Documents and distribute to employees as required by law

3. Employee Recruitment, Selection, and Orientation:

- a. Coordinate recruitment process with supervisor; ensure proper Council approval; prepare advertisement and post
- b. Accept and score applications as required under the Veterans Preference Act
- c. Ensure confidentiality of applicants is maintained as required by law
- d. Conduct criminal background check and assist with reference and other background checks as requested
- e. Coordinate background, drug, and medical testing
- f. Support the hiring manager in interviewing and recommending applicants for hire
- g. Conduct new employee orientation and assist with the HRIS onboarding
- h. Review all benefits, forms and deductions
- i. Review safety requirements and coordinate with supervisor
- j. Provide a copy of City Personnel Policy to new employee, review, and maintain record of distribution to employees

4. Payroll:

- a. Set up and maintain employee payroll records including pay rates, leave balances, compensatory balances, voluntary and mandatory deductions, and other employee data required for proper payroll processing
- b. Review and adjust timesheets for accuracy, confer with employees and supervisors as necessary; coordinate electronic transfer of employee timesheets to payroll service provider
- c. Submit relevant supplemental payroll reports and remit payments
- d. Serve as liaison with payroll service provider
- e. Resolve payroll issues and answer payroll questions
- f. Calculate final paychecks for terminating employees
- g. Assist the payroll service provider in submission of all State and Federal required monthly, quarterly, and annual reports such as Federal and State tax withholding, W2's, and FICA
- h. Submit all PERA required reports

- i. Provide payroll reports to the finance department as needed
 - j. Manage in partnership with the Assistant City Administrator the job evaluation system, maintenance of job descriptions, maintenance of the pay plan, and compliance with the Pay Equity requirements.
5. Safety Program:
- a. Serve on Safety Committee and make safety recommendations to enhance the safety of City employees
 - b. Maintain Safety Committee records including but not limited to Safety Committee meeting minutes and files
 - c. Complete, file, and post OSHA 300 log
 - d. Maintain employee safety records
 - e. Schedule employee safety training and notify employees
6. Other:
- a. Assist the Assistant City Administrator with projects as directed
 - b. Perform administrative duties to support city departments as directed
 - c. Assist with election duties as requested by the City Clerk
 - d. Assist with City Hall reception and administrative back-up
7. General:
- a. Treat fellow employees with respect and integrity
 - b. Promote a positive and motivating environment
 - c. Provide exceptional customer service
 - d. Confer with supervisor, peers, and employees to discuss and resolve issues
 - e. Make decisions that are always in the best interest of the City
 - f. Perform other duties and projects as assigned
 - g. Follow all safety policies and procedures
 - h. Follow all City policies and procedures

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of payroll processes
- Demonstrated knowledge of Federal and State laws, rules, and regulations relating to human resources, employment, and employees rights such as but not limited to COBRA, FMLA, Veteran's Preference, FLSA, HIPPA, ACA, EEOC
- Demonstrated knowledge of employee benefits including but not limited to FICA, PERA, HSA, FSA and other programs
- Demonstrated knowledge of employee recruiting, selection, and orientation processes
- Knowledge of public employment processes, laws, and practices
- Knowledge of Minnesota Paid Leave program
- Ability to read, interpret, explain, and follow City Personnel Policy
- Considerable ability to maintain confidentiality
- Working knowledge of relevant City operations, ordinances, policies, and procedures
- Demonstrated knowledge of standard office practices, equipment, software, and procedures

- Ability to communicate clearly, professionally, effectively, and precisely both verbally and in writing
- Ability to perform mathematical calculations, prepare spreadsheets, analyze data and identify and resolve discrepancies
- Ability to organize and prioritize the work and meet deadlines
- Ability to enter information with speed and accuracy and to maintain accurate and complete records and documentation
- Ability to work both independently and as part of a team
- Ability to handle detail and accurately process transactions and solve problems
- Strong sense of honesty, integrity and credibility

MINIMUM QUALIFICATIONS

1. Associate's degree in human resources or related field
2. Two years of experience in a payroll or human resources related position

PREFERRED QUALIFICATIONS

1. Bachelor's degree in human resources or equivalent combination of experience and training
2. Five years of experience in human resources related position
3. Certification in Human Resources from an accredited source
4. Experience working for a growing city or county

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is inside in a normal office setting. Work is done alone, with others and with the public. This includes medium physical strength work occasionally.

Activities that **occur constantly** (5–8 hours/shift): sitting, talking, hearing

Activities that **occur frequently** (2–5 hours/shift): repetitive motions, eye/hand/foot coordination

Activities that **occur occasionally** (up to 2 hours/shift): standing, walking, lifting, carrying, reaching

Activities that **occur rarely** (do not exist as regular part of job): pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, handling, grasping, feeling

City of Otsego is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name

Employee Signature

Date