

Job Title: Office Administrator – Personnel and Fiscal Services I **Job Grade Level:** 6
Career Track: First in two track series. **Job EEO Code:**
Agency/Department: Office of the Revisor of Statutes **Date:** April 2022
Reporting to: Chief Deputy Revisor of Statutes;
functional reporting to Revisor of Statutes

Primary Objective: The Office Administrator--Personnel and Fiscal Services I assists the Revisor of Statutes by coordinating the business functions of the office, with special emphasis on providing advice and implementation of payroll, budget, and personnel services, providing confidential executive assistant services to the Revisor of Statutes, Chief Deputy Revisor, and Deputy Revisors, and managing the work of the administrative staff unit.

Responsibilities & Tasks:

Percentage of time: 25%

1. Office Management Responsibilities:
 - a. Responsible for overseeing the daily administrative operations of office
 - b. Communicates regularly with management team, relaying important information or policy changes from management team to all staff
 - c. Oversees adherence to office policies and procedures
 - d. Monitor and review internal processes
 - e. Implements policy and procedural changes to improve operational efficiency
 - f. Assist in management of internal staff relations
 - g. Assist office management in assessing staffing needs and in determining best approach to meet those needs
 - h. Advises Revisor and Chief Deputy Revisor on matters related to office policies and procedures and personnel, including matters related to benefit eligibility and employee performance
 - i. Lead with interviewing and coordinate the hiring of administrative assistant staff and temporary part-time legislative aides in support of Revisor of Statutes
 - j. Assists with supervising administrative service assistant – accounts payable, administrative assistant staff and temporary legislative aides including training, establishing work schedules, and managing workflow for administrative unit
 - k. Has detailed knowledge of all administrative services generally provided by other administrative staff and act as backup, as needed
 - l. Prepares and maintains office policies and procedures manuals
 - m. Provides historical references by developing and utilizing filing and retrieval systems
 - n. Coordinates department projects

Percentage of time: 10%

2. Executive Assistant to the Revisor of Statutes, Chief Deputy Revisor, and the Deputy Revisors
 - a. Prepares confidential documents
 - b. Manages the Revisor's files
 - c. In the Revisor's absence, reads, reviews, researches, and routes Revisor's correspondence to determine the appropriate Deputy Revisor to handle
 - d. Collects, analyzes, and drafts difficult, lengthy and confidential correspondence, reports, contracts, forms, spreadsheets, and PowerPoint presentations
 - e. Maintain knowledge about various governmental officials and the work they perform
 - f. Records meeting discussions

Percentage of time: 25%

3. Human Resources Responsibilities
 - a. Assist the Revisor and Chief Deputy with directing and conducting the human resource function of the office to ensure employee personnel needs are met correctly and in a timely manner
 - b. Administer office personnel duties for all permanent and temporary staff
 - c. Interpret Minnesota Management and Budget rules and regulations, policies and procedures, Minnesota Statutes, and related materials and apply to office situations
 - d. Be aware of changes in personnel and insurance rules, laws, etc., and provide pertinent information to office staff
 - e. Develop and maintain current knowledge of the LCC Benefit Book and provide pertinent information to office staff
 - f. Prepares, reviews, provides technical assistance, and approves timecards and other payroll documents for submission to the Legislative Coordinating Commission (LCC)
 - g. Prepares, maintains, and manages salary histories, evaluations, individual personnel files and records of employees
 - h. Tracks and maintains employee leave and time records
 - i. Assist office management with new employee orientation
 - j. Meets with new employees, educating them on office and legislative policies and procedures and assisting them as necessary in completing employment forms
 - k. Serves as resource for providing payroll information to employees
 - l. Coordinates staff hiring, including advertising of positions, scheduling, all candidate communications, and participating in interviews and evaluation of candidates for administrative unit staff positions
 - m. Communicates information about LCC policies and benefits to all staff
 - n. Serves as liaison between the Revisor's Office and other agencies of the LCC to communicate policies and procedures and work on joint projects
 - o. Prepares reports requested by various state and federal agencies such as Workers' Compensation and unemployment in the coordination of the LCC Fiscal Service Office and other forms and reports and assists employee in filling out those forms when required
 - p. Administers the Revisor's Office parking complement for permanent and temporary employees with the coordination of the LCC Fiscal Service Office
 - q. Prepares, updates, and maintains office job descriptions

- r. In consultation with the Revisor and Chief Deputy, administer and maintain employee appraisal system
- s. Prepares reports by collecting and analyzing information
- t. Administer the LCC length of service recognition award process for Revisor staff

Percentage of time: 15%

- 4. Designated Department Insurance Representative (DDIR), also assists with Minnesota State Retirement Systems (MSRS), Deferred Compensation, flexible spending accounts:
 - a. Coordinates and provides new and existing employees with information regarding insurance options and assists them as necessary in selecting benefits using the various websites
 - b. Updates employees of changes related to insurance benefits
 - c. Assists employees in completing forms and securing appropriate forms relating to coverage
 - d. Coordinates Open Enrollment in the Revisor's Office, serving as the staff resource in the office
 - e. Serves as liaison between employees and state insurance representatives
 - f. Organizes retirement materials for employees and assists them with information and forms

Percentage of time: 25%

- 5. Fiscal management and budget preparation responsibilities:
 - a. Directs the business functions of the office, including budgeting, accounting, payroll, and purchasing functions
 - b. Coordinates with the LCC Fiscal Services Office to ensure fiscal management practices comply with LCC policies and procedures and auditing standards
 - c. Collaborates with the Revisor to determine eligibility for and implement salary adjustments under the approved LCC salary plan in coordination with the LCC Fiscal Service Office
 - d. Calculates pay changes and drafts letters to individual employees regarding promotions and pay adjustments in coordination with the Revisor and Chief Deputy
 - e. Prepares and maintains budget tracking, budget information reports and spreadsheets, including insurance changes, salary adjustments, employee tracks, and office complement changes for all employees
 - f. Plan and track major purchases in coordination with the Revisor and Chief Deputy
 - g. Conduct and direct the purchasing function so that adequate supplies are maintain, costs are contained, and funding guidelines are adhered to
 - (1) Coordinate the preparation of purchase orders to ensure appropriateness and completeness
 - (2) Coordinate the entry of purchase orders into SWIFT according to the Minnesota Management and Budget guidelines
 - (3) Issue purchase orders to vendors in a timely manner and follow up on discrepancies that may arise
 - (4) Ensure appropriate records are maintained to document purchases
 - (5) Advise management on all capital purchases and ensure appropriate tracking and reporting

- h. Assists in review and reconciliation of internal office and LCC budget reports and spreadsheets
 - i. Advises the Revisor and other administrative staff in developing and implementing policies and procedures affecting accounts payable and accounts receivable
 - j. Tracks receivables for the Revisor's Office including sales of books, extracts, electronic sales of publications (Lexis-Nexis and Thomson Reuters), and designs and prepares reports that include historical data
 - k. Prepares biennial budget request documents and supporting documentation
 - l. Design client billing/information form for sending and tracking sales of publications to consumers.
 - m. Prepares detailed information of receivables to be sent to the LCC for invoice preparation and tracks payments that go into the general fund
 - n. Prepares and drafts publication, data sales, and distribution contracts, including bid letters, spreadsheets, and bid forms. Prepares all correspondence with prospective and awarded bidders. Sets up meetings with bidders and takes and distributes minutes.
 - o. Prepares and updates distribution spreadsheets for the Revisor's publications of the Minnesota district court judges, court administrators, county libraries, and United States district court judges and libraries
6. Perform other duties as assigned.

Budget Responsibility:

The Office Administrator-- Personnel and Fiscal Services I tracks expenditures relating to payroll, accounts payable, purchase orders, and accounts receivable and has significant responsibility in assisting the Revisor in budget preparation and tracking. This position requires ability to formulate and initiate plans and procedures, estimate in advance operating needs, and must work independently and identify financial problems as they may arise. Within the established fiscal framework, including LCC policies and auditing standards, the position analyzes and solves problems, and refers unusual or major fiscal events to the Revisor or Chief Deputy before action is taken.

Indirect Supervision:

- 1. Manage the work of the administrative unit, including serving as the lead for the work of the unit relating to both accounts payable, accounts receivable, budgeting, Workers' Compensation, and parking
- 2. Assist the Chief Deputy with supervision of the administrative service assistant accounts payable, administrative assistant staff, and temporary part-time legislative aides
- 3. Assist with performance evaluations of the members of the administrative unit
- 4. Assist with establishing work policies of administrative unit

Scope of Relationships:

- 1. External Relationships
 - a. Frequent contact with the LCC Fiscal Service Office with regards to functions regarding payroll, personnel, accounts payables, and accounts receivables
 - b. Frequent contact with Minnesota Management and Budget regarding insurance and Workers' Compensation

- c. Periodic contact with the Supreme Court Administrator's office, district court judges, district court administrators and office personnel, and county libraries and agencies relating to distribution of Revisor's publications
- d. Occasional contact with the office's third-party abstract seller regarding the Revisor's extract sales and the invoicing process
- e. Occasional contact with the Capitol Security office
- f. Frequent contact with Revisor's clients in the role of executive assistant to Revisor
- g. Frequent contact with outside vendors relating to purchases and personnel advertising
- h. Periodic contact with job candidates as contact person during application, interview, and hiring process
- i. Occasional contact with publication storage vendor and individuals/entities interested in purchasing publications

2. Internal Contacts

- a. Frequent contact with all staff members in discharging payroll, benefits, insurance, and other duties, particularly in regard to answering questions and assisting employees
- b. Frequent contact with Revisor, Chief Deputy Revisor, and Deputy Revisors providing advice and in discharging assigned duties. The Revisor relies on this position to provide budgeting, accounting, purchasing, payroll, and general administrative guidance and direction, and to supervise the processing of payroll, disbursements, and other general accounting activities. To accomplish this, there must be frequent communication between this position, the Revisor, managers, and staff.
- c. Periodic contact with Drafting and Editing Manager relating to publications distribution
- d. Frequent contact with Administrative Services Assistant – Accounts Payable
- e. Frequent contact with other members of the administrative staff unit
- f. Frequent contact with the Deputy Revisor for Editing advising and preparing contracts, accounts receivables, and distribution of Revisor's publications

Decision Making & Impact of Error:

- 1. Discretion. The Office Administrator-- Personnel and Fiscal Services I determines the method for discharging assignments within the broader scope of office policy and procedures
 - a. Primary decision making on monitoring payroll expenditures, maintenance of general records, and managing the work assignments of supervised personnel
 - b. Shared decision making in determining the required information to accomplish personnel, payroll, and budget planning, and in determining the method of presenting the information and incorporating it with other information into a spreadsheet. In regard to fiscal and budget issues and personnel management issues, the Office Administrator- Personnel and Fiscal Services I is responsible for spotting issues for the Revisor to consider.
- 2. Impact of Error
 - a. The Office Administrator- Personnel and Fiscal Services I must collect and maintain payroll materials accurately and in a timely fashion to maintain the office's payroll obligation to employees
 - b. Information regarding policies and benefits must be accurate readily accessible due to the impact on employee decision making
 - c. Confidentiality and employee trust must be maintained

- d. Records, including personnel files, must be accurate and up to date
- e. Avoiding errors in the Revisor's work product is a key goal for the position
- f. Fiscal and budget information and spreadsheets must be accurate and comprehensive
- g. Financial transactions must follow LCC policies and auditing standards
- h. Bid contracting responsibilities are sensitive

Working Conditions/Physical Demands:

- 1. Normal working conditions 85 percent of the time
- 2. Long hours may be required without rest and with little or no prior notice
- 3. Workload is heavy, under time constraint, and involves individuals working under varying degrees of stress

Minimum Qualifications:

- 1. Education. The minimum education required is a post-secondary degree in business administration, human resources, or accounting or a related field or equivalent experience.
- 2. Experience.
 - a. Three years in an accounting or personnel related field
 - b. Experience in human resources
 - c. Experience in payroll
 - d. Experience in accounts receivable
 - e. Experience in working with budgets
 - f.
- 3. Knowledge. This position requires
 - a. Knowledge of government accounting practices
 - b. Knowledge of human resources practices and procedures
 - c. Knowledge of payroll practices
 - d. Substantial knowledge of computer applications used in the Revisor's Office, including Word, Excel, PowerPoint, and Access
 - e. Experience in performing all duties of the administrative staff and the ability to perform more functions when needed by the Revisor's Office
 - f. Knowledge of employee benefits options
 - g. Knowledge of the state bid contract process
- 4. Skills/Abilities.
 - a. Strong organizational skills to accurately organize and process detailed material
 - b. A high level of communication/relationship skills to provide the level of customer service required for this position
 - c. A high level of discretion and good judgment in dealing with staff and personnel matters
 - d. The ability to work effectively with numbers
 - e. The ability to exercise tact, discretion, and cordiality
 - f. The ability to handle sensitive and confidential materials professionally and confidentially
 - g. Good judgment in determining the priority of items requiring immediate action in the Revisor's absence
 - h. Ability to assimilate and use Swift and Revisor's bill and rule tracking systems
 - i. Ability to use computer functional knowledge to present information

- j. Ability to analyze processes and procedures and provide advice and suggest improvements to the Revisor, Chief Deputy Revisor, and to the Deputy Revisors

Desired Qualifications:

1. Knowledge of the duties and functions of state and legislative offices
2. Knowledge of state employee benefit options
3. General knowledge of computer applications used in the legislature and the Revisor's Office, such as rule and bill tracking and State systems such as SEMA4 and SWIFT
4. Knowledge of personnel policies, including the ability to assimilate and communicate state, Revisor's Office, and LCC policies and benefits, and state and federal personnel requirements
5. Substantial experience in human resources
6. Substantial experience in payroll/personnel
7. Substantial experience in accounts receivable
8. Substantial experience in accounts payable
9. Substantial experience as an executive assistant

All identified duties are essential.

(Distribution of copies – employee, supervisor, and Human Resources).