



CLASS SPECIFICATION FOR:

**Payroll System Administrator**

**General Statement of Duties:**

Manages the County's payroll processes in the Oracle E-Business payroll system; creates and maintains system elements related to payroll system and processes; manages the County's W2 process; serves on project teams; and does related work as required.

**Distinguishing Features of Class:**

Primary responsibilities include serving as primary payroll system administrator coordinating the Oracle E-Business payroll processes for multiple payrolls with various pay schedules; creating and maintaining system elements related to payroll system and processes, W2s, tax tables, earnings, pay calendars, etc.; analyzing and resolving payroll errors, whether due to payroll job error or an error involving an employee record; managing the County's year-end W2 process ensuring accurate reporting and timely completion; testing, validating, and debugging system updates impacting payroll and related processes; serves on system project teams; creates and maintains related documentation and reports. Requires an in-depth knowledge of payroll management and processing. Works independently and as part of various system related project teams.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Coordinates the Oracle E-Business payroll processes for multiple payrolls with various pay schedules;
- Creates and maintains system elements and tables related to payroll system and processes, W2s, tax tables, earnings, tax, deductions, pay calendars, etc.;
- Manages the annual W2 process, including coordinating with County and Henrico County Public Schools (HCPS) staff to produce the W2s, validates data quarterly and at year end, balances payroll numbers to ensure accuracy, analyses and resolves all errors to ensure accuracy and timely completion of the annual W2 process in accordance with federal regulations;
- Ensures that all test data is stored in separate folders and all PROD updates/fixes are properly documented, for audit purposes;
- Prepares, analyzes and validate various reports;
- Tests, validates or ensures testing/validation of Federal/State tax changes as they pertain to payroll and related tax and benefit limits;
- Works closely with Payroll staff to develop and deliver training to County departments' staff, create and maintain payroll process documentation, and to ensure ongoing current knowledge of payroll processes and related regulations;
- Collaborates with various County and HCPS staff on analyzing and resolving payroll issues and processes;
- Collaborates with HCPS staff on maintenance of special assignment sets and special pay groups for benefits processing;
- Collaborates with HCPS staff on fiscal year end payroll processing and costing data;
- Collaborates with various County and HCPS staff on updating and maintaining payroll processing calendars;
- Serves on various project teams and collaborates with various County and HCPS staff on testing, validating and implementing various annual and special system upgrades, patches, system customizations and other changes affecting payroll processes;
- Serves on various project teams and ensures that payroll process and/or elements are considered when determining path or scope of projects, provides technical specs and expertise, and translates functional and end users' needs into technical terms;
- Analyzes reoccurring processes, identifies opportunities for improvements and efficiencies, explores options for implementing changes, and participates in the implementation of approved changes;
- Provides input and assessment of Oracle changes to Oracle Sys Admin Group and Oracle Advisory Group (OAG) and maintains a detailed project list for the OAG;
- Adheres to County technology security and other technology policies and advises County staff and end user on proper use and adherence to policies;
- Ensures proper levels of JAVA and Internet Explorer are installed and security settings are correct for users to access and use Oracle Financial screens and forms;
- Maintains a thorough up-to-date working knowledge and understanding of the Oracle E-Business payroll system, the County's current policies related to payroll schedules and processes, current tax tables, W2 requirements, and supported Oracle modules and product changes as they apply to payroll processes;
- Maintains a current in-depth knowledge of Federal and State tax laws and changes as they impact payroll, taxes or benefits;
- Handles special projects and assignments as needed;
- Performs other duties as assigned.



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**Required Knowledge, Skills and Abilities:**

Thorough up-to-date working knowledge and understanding of the Oracle E-Business payroll system, the County's current policies related to payroll schedules and processes, current tax tables, W2 requirements, and supported Oracle modules and products; current in-depth knowledge of Federal and State tax laws and changes as they impact payroll, taxes or benefits; excellent project management skills; excellent organization skills with the demonstrated ability to plan and execute work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to multi-task effectively; professional integrity including the ability to maintain the integrity of confidential information encountered while managing payroll processes and system; ability to read, and consistently comprehend, interpret, apply and communicate regulatory and technical information accurately; sound political astuteness; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures; may require the ability to research issues and identify solutions; sound professional judgement with demonstrated ability to consider and weigh a variety of relevant factors and make accurate decisions or recommendations; ability to synthesize multiple types of data and make accurate appropriate determinations and recommendations; strong computer skills with ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; visual and hearing acuity sufficient to enable effective interactions, process and project management; excellent written and verbal communication skills with the ability to interact professionally with County staff and end-users with diverse skill levels and functional needs and to establish and maintain effective working relationships; excellent interpersonal and communication skills to communicate and translate technical specifications and information to technical and non-technical audiences in user friendly language; ability to express ideas clearly and concisely, orally and in writing; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with all levels of department staff, IT Department staff, vendors, and other relevant stakeholders; personal accountability including teamwork and establishing and maintaining positive working relationships with end-users; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy; Must be able to positively and appropriately represent the County customers and other stakeholders. May require the ability to work a flexible schedule as needed.

**Minimum Education and Experience:**

Education: Four-year degree in relevant course of studies such as accounting, finance, business or public administration;  
Experience: Four (4) years of relevant work experience managing payroll processes with multiple payrolls and pay schedules in Oracle E-Business Suite or comparable system, including coordinating or handling the update and testing of payroll system and processes, and maintaining various system calendars and elements as they relate to payroll processing;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to collaborate with HCPS personnel.