



CLASS SPECIFICATION FOR:

Payroll Specialist

General Statement of Duties:

Performs highly specialized duties to ensure the accurate and timely processing of payroll and payroll related functions for the County's general government and public school employees; does related work as required.

Distinguishing Features of Class:

An incumbent in this paraprofessional job classification uses considerable knowledge of payroll practices and payroll related regulations. Primary duties include processing biweekly and monthly payrolls and earnings statements for general government and public school employees; processing manual checks; running payroll interfaces; creating and maintaining various types of deductions and wage attachments, including processing releases and maintaining all related records; updating and maintaining employee salary records; reconciling assigned accounts; initiating and preparing direct payments for various types of withholdings; updating the dashboard; cross-training to perform other duties as assigned; maintaining direct deposit correspondence for travel/mileage reimbursement; and assisting with processing payroll adjustments. Work is performed independently and as part of a team under general supervision. Instructions are given for special assignments and projects. Researches and resolves, or recommends resolution, of a wide variety of issues or questions related to payroll and payroll related deductions with unusual issues referred to the supervisor or appropriate department staff.

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

- Processes biweekly and monthly payroll processes including running batch element entry, custom pay processes and interfaces, NACHA process, and the archive process;
- Authorizes NACHA transfer and verifies NACHA file receipt and processing;
- Creates earning statements for bi-weekly and monthly payrolls;
- Prepares payroll adjustment for direct deposit rejections;
- Enters and processes manual checks for quick pays in the current financial system;
- Prepares stop payments including voiding and reissuing checks in the current payroll system;
- Sets up mandatory wage attachment deductions (e.g. garnishment, tax liens, child support orders, bankruptcy orders, and student loan garnishment, etc.) in current financial system and maintains wage attachment deduction logs in payroll deduction files;
- Manages wage attachment payments to disburse miscellaneous deductions, garnishments, tax liens, child support payments, etc. to courts/creditors, related reporting, notifications and release processes;
- Provides customer service to county employees and outside agencies to resolve questions or issues concerning salaries and deductions;
- Provides detailed information on federal and state payroll regulations, county payroll policies and procedures, and withholdings to county employees to answer questions and concerns;
- Reconciles and audits processes and assigned accounts to identify and resolve any errors;
- Runs prepayments process;
- Prepares AP direct payments;
- Researches liability account issues, identifies errors and prepares necessary corrections for processing;
- Completes Social Security Retirement forms and mail;
- Sets up suppliers in the current financial system for court orders and wage attachments;
- Manages the onsite storage and the archiving of payroll related records;
- Serves as backup Gatekeeper for time reporting;
- Updates the Dashboard on Excel for payroll adjustments;
- Maintains direct deposit correspondence for all employee travel/mileage reimbursements;
- Assists payroll manager with processing of payroll adjustments into Oracle;
- Monitor and Inform employees of IRS Lock in Letters entered by HR;
- Maintains an up-to-date considerable knowledge of payroll practices and related regulations;
- Cross trains with other payroll specialist staff to proficiently provide back-up coverage for full range of assigned duties;
- Performs other duties as assigned.



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Required Knowledge, Skills and Abilities:

Considerable knowledge of payroll principles and practices with a sound understanding of basic accounting principles and practices; strong recordkeeping skills with the ability to accurately track payroll related earnings, deductions, garnishments, etc., prepare and manage payroll related records, transactions and reports in accordance with County policies and procedures and payroll related regulations (State and Federal) and other legal requirements; ability to perform complex mathematical calculations, reconciliations and audits quickly and accurately; ability to keep, reconcile and audit various types of payroll and withholdings reports; 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; professional integrity including the ability to maintain the integrity of confidential and/or time sensitive information and processes; ability to read, and consistently comprehend, interpret, apply and communicate payroll related regulations, County policies and procedures, and convey payroll related information accurately; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of questions and issues within established regulations, policies, guidelines, and other legal requirements and procedures; ability to research issues and identify and apply appropriate 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, applications and systems to complete assigned tasks; visual and hearing acuity sufficient to enable effective interactions and accurate data collection; excellent written and verbal communication skills with the ability to interact professionally with diverse population of County employees and department staff and to establish and maintain effective working relationships; excellent interpersonal and communication skills to communicate technical information, including complex information, clearly and accurately to County employees and department staff; 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 and County employees and other relevant external stakeholders; personal accountability including teamwork and establishing and maintaining positive working relationships; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy with all County employees and department staff with varying levels of understanding and needs in order to appropriately address requests, needs and issues; tact; and courtesy. Must be able to positively and appropriately represent the County with customers and other internal and external stakeholders. May require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Graduation from high school with relevant coursework completed at the high school college level;

Experience: Four (4) years of relevant work experience;

OR: Any equivalent combination of education, 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.

- None.