

PAYROLL SPECIALIST I / II

DEFINITION

To coordinate, lead and perform complex fiscal work in the processing and maintenance of payroll records and related financial transactions, records and reports; to be a resource and a subject matter expert on the County's payroll software; to calculate and prepare financial and statistical reports and statements for internal and external agencies; to establish and maintain positive working relationships with county employees providing accurate and timely responses to their requests; and to perform related duties and responsibilities as required. Incumbents at this level exercise independent judgment in performing technical and complex professional duties in a confidential capacity.

Payroll Specialist I is the entry-level classification in the Payroll Specialist series. Initially under close supervision, incumbents perform a variety of professional payroll duties while learning County policies and procedures. This classification is flexibly staffed with Payroll Specialist II, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Payroll Specialist II.

Payroll Specialist II is the journey-level classification in the series. Positions in this class perform the full range of duties and are expected to have a thorough knowledge of departmental procedures and policies and be able to exercise independent judgment while performing complex payroll related work. The incumbent will possess a familiarity with the County's compensation for all employee groups, the memoranda of understandings related to all bargaining groups, and a command of personnel and payroll policies and procedures. This classification is distinguished from the Payroll Specialist I by the requisite level of knowledge and understanding of payroll law and regulations, memoranda of understanding between the County and its represented employee groups and their application in the County's payroll systems.

SUPERVISION RECEIVED AND EXERCISED

Reports to the County Auditor or designee. May exercise lead direction over technical and clerical staff as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS

Coordinates the payroll process including the reconciliation and recording of monthly and/or biweekly payroll and ensures appropriate wage/benefit cost distribution for general ledger purposes.

Prepares adjusting entries to accurately record all payroll transactions; prepares justifications and makes recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections.

Prepares quarterly and yearly reports to federal and state agencies.

Researches and solves a variety of problems related to assigned payroll functions.

Provides information and assistance to County employees and the general public regarding applicable departmental policies, rules, and procedures.

Promptly communicates with County employees and departments when there are payroll questions about such things as the proper way to code time; appropriate use of leaves; including, but not limited to FMLA and SDI integration; and payroll accuracy.

Works closely with Countywide management staff, interpreting financial policy, providing recommendations, and solving financial problems of a complex and/or sensitive nature which requires access to information affecting employee relations.

Posts, computes, compares, and balances a variety of financial, accounting, and statistical information.

Responsible for the auditing and verification of timecards for accuracy and compliance with various laws, memoranda of understanding, policies, procedures, and FLSA.

Maintains the process for history files for employees' salary and benefits, including authorized payroll deductions.

Maintains accounting records to reflect personnel transactions and position control such as changes in pay rates, classification or departmental assignment, new hires, and separations from payroll.

Reconciles detailed records of employee earnings, deductions, and leave usage.

Responds to employee inquiries including pay calculations, posting errors, vacation extension, cash outs, and W4 processing.

Establishes and maintains a comprehensive database of employee information including position control files, payroll tables, earning codes, general deduction codes, specific deduction codes, and withholding tables.

Processes timesheets, manual and electronic payroll checks, electronic deposits, and departmental reports.

Serves as a subject matter expert and resource regarding the County's payroll software system, researches and corrects calculation errors and develops solutions to ensure accurate payroll processing including the creation and editing of calculation components in the County's payroll systems.

Coordinates assigned functions and activities with other departments, divisions, and County staff to consolidate information necessary to ensure accurate recordkeeping and reporting.

Payroll Specialist II: (In addition to the above)

Performs the more complex financial record-keeping, problem solving, analysis and interpretation of payroll's compliance with various laws, memoranda of understanding, policies, procedures, and FLSA as assigned.

Assists with staff training; provides lead direction over technical and clerical staff as assigned.

Evaluates and makes recommendations to improve the efficiency and effectiveness of payroll systems and procedures.

EMPLOYMENT STANDARDS

Knowledge of:

Modern payroll and financial record keeping principles, procedures, methods, and terminology including complex computerized financial systems.

Related general clerical filing, indexing, and cross-referencing methods, and procedures.

Working knowledge of preparation and filing procedures for federal and state quarterly and annual payroll reports.

Familiarity with benefit maintenance, reconciliation, premium payment, and reporting procedures.

Payroll Specialist II: (In addition to the above)

All pertinent federal, state and county laws, codes, regulations, and standards.

County and department policies, procedures, and memoranda of understanding.

Principles of supervision and training.

Ability to:

Maintain confidentiality of sensitive personal information of applicants, employees, and former employees and other matters affecting employee relations.

Interpret, and explain policies and procedures pertaining to the work assigned, including reports produced by County software systems.

Use expenditure and revenue code procedures.

Understand and reconcile payroll records.

Balance and reconcile accounts.

Perform mathematical calculations with speed and accuracy.

Perform complex clerical work.

Carry out oral and written instructions.

Establish and maintain cooperative relationships with those encountered in the course of work.

Payroll Specialist II: (In addition to the above)

Understand, interpret, and apply pertinent federal, state and local laws, codes, rules and regulations, and County department policies procedures and memoranda of understanding.

Analyze problems, evaluate alternatives, and make sound recommendations.

Work independently with minimal supervision.

Supervise payroll functions and provide lead direction and training to others.

TYPICAL WORKING CONDITIONS

Work performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time, intermittently walk, stand, stoop, kneel, crouch and reach, while performing office duties; lift and/or move light weights; use hands to finger or handle objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for observations, communicating with others, reading, writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: *(both Payroll Specialist I and II)*

High school diploma or GED equivalent. Completion of 30 semester units of college level coursework in accounting is desirable.

Experience:

Payroll Specialist I and II

Five years of progressively responsible financial and statistical record keeping experience preferably in a government agency, including at least one year of experience processing payroll.

Payroll Specialist II (in addition)

One (1) additional year of experience processing payroll.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, Human Resources may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 03/05 (B/S Res. 05-72)

Revision Date: 02/06 (B/S Res. 06-73); 04/23 (B/S Res. 23-207)