



PAYROLL SPECIALIST, SENIOR

CLASS SUMMARY: To perform specialized accounting work of a complex and difficult nature in central payroll within Financial Services; to perform the full range of payroll duties, working independently, applying well developed subject knowledge, and exercising judgment and initiative; to provide analysis and recommendations to management regarding policies, guidelines, and procedures; to analyze and review federal, state, and local laws, regulations, policies, and procedures in order to ensure compliance; to conduct analysis on best practices and trends; to plan, assign and review the work of other payroll professionals and support staff; and to perform related duties as assigned.

CLASS CHARACTERISTICS: This is the advanced journey level class in the Payroll Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including research, analysis and system design and planning, assigning and reviewing the work of other professional and support staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED: Receives guidance from assigned management personnel. May exercise functional and technical supervision over assigned personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Applies thorough knowledge of automated payroll system and related reconciling and reporting processes in preparing full-cycle biweekly payroll. |
| 2. | Works with County management, elected officials, and other employees to resolve payroll issues requiring a high degree of professional judgment. |
| 3. | Provides guidance on implications of payroll decisions from contract negotiations. May provide information on payroll practices and procedures during grievance processes. |
| 4. | Serves as a consultant and expert for the organization on highly significant matters related to PERS payroll reporting, including technical programming and is the main point of contact for any PERS payroll related questions. Manages PERS reporting and recordkeeping system to ensure financial accountability and accurate reporting of hours and wages. Performs control audit functions in accordance with PERS administrative procedure guidelines. |
| 5. | Performs complex payroll balancing adjustments for W-2s and leads the year-end reconciliation, reporting and processing. |

6.	Responsible for the interpretation and implementation changes to PERS plan design; and stays current on proposed and pending legislation and anticipates changes to plans.
7.	Coordinates and assists with the development, design and testing the validity of new tables and hour types in the payroll system. Recommends relevant changes and improvements, as necessary.
8.	Prepares necessary reports and forms to ensure compliance with federal, state, and other reporting requirements. Maintains training materials for central payroll staff and end-users for payroll resource processes.
9.	Researches and informs central payroll and other applicable staff of changing federal, state and local laws, along with PERS and other APM and contract regulations applicable to the administration of payroll.
10.	Coordinates the training of new payroll staff.
11.	Organizes, prioritizes, and reviews the work of assigned staff. Coordinates a variety of information to decentralized payroll users and employees to resolve various payroll concerns and questions.
12.	Required to work closely with Finance, Workforce Wellness Solutions, Benefits and Risk in the daily activities of central payroll functions as needed and on special projects such as bargaining impact analysis, data reports, system automation, and payroll processing workflow.
13.	Prepares for annual audit, takes lead and meets with auditors on payroll related functions during periodic on-site reviews. Considers and develops internal controls related to safeguarding payroll processes and procedures.
14.	Performs an impact analysis of existing processes and reports to ensure items such as new earn codes, benefits, pay groups, leaves, and special earnings are set up appropriately. This includes, but is not limited to, review/updating of special accumulators, EDX, taxes, W2's, deferred comp percentages, and altering all relative reports.
15.	Performs related duties as assigned.

Knowledge of (position requirements at entry):

- Accounting principles, practices and procedures.
- Automated accounting and payroll systems, including database concepts, table setup, and data management techniques and concepts.
- Pertinent federal, state and city laws, regulations, policies and procedures related to payroll.
- Deferred compensation withholding requirements and limitations.
- BOLI wage and hours laws.
- Principles and procedures of financial record keeping and reporting.
- Report preparation procedures.

- Methods and techniques of effective administration, PERS retirement systems eligibility laws, Data Exchange System and automated interfaces.
- Basic principles of training and work coordination of staff.
- Principles of work planning and organization.
- Principles and practices of supervision.

Ability to (position requirements at entry):

- Interpret and apply laws, rules and regulations, contracts, policies and procedures affecting payroll.
- Assess the costs, benefits and or risks of decisions made by PERS/Legislature as it relates to payroll reporting.
- Prioritize workload effectively. Train and coordinate the work of assigned employees.
- Prepare clear and accurate payroll reports and PERS/OPSRP reports.
- Analyze situations accurately and adopt an effective course of action.
- Accurately use automated payroll systems, word processing software and database programs.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Communicate complex payroll information effectively, both orally and in writing.
- Make independent and responsible judgment in decision making.

Training and Experience (positions in this class typically require):

Equivalent to an Associate's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field. Five years of responsible payroll and accounting experience, including experience working with automated payroll systems in a medium-sized or large governmental payroll unit with responsibility for PERS administration or other related retirement benefits administration, and one year of which included lead work capacity. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

None

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

Established per Board Order 20-07-07-05.
FLSA Status: Exempt