

PAYROLL AND EMPLOYEE SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized payroll and personnel work of a moderately complex nature involving responsibility for overseeing and participating in the day-to-day personnel and payroll operations of County departments. The work is generally performed under the direction of a personnel or payroll professional, and work guidance may be provided to a small staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates, oversees and participates in payroll activities including resolving issues that negatively impact time and labor payroll processing, preparation of required forms, compliance with payroll-related provisions of labor contracts, adherence to New York State Civil Service Law and Rules, and distribution, etc.;

Develops and makes recommendations for procedures for implementing payroll changes or modifications (e.g. analyze documents, files, reports, workflow, legal requirements);

Reviews and may resolve problems regarding a variety of personnel matters (e.g. contract interpretation, retirement, worker's compensation, personnel policies and procedures, civil service law, etc.);

Assists management in a variety of personnel/payroll-related areas (e.g. time and labor processes, overtime monitoring) by gathering information, providing input, running reports, identifying and correcting errors, etc.;

Analyzes and tests new payroll/personnel functions to assure compliance with regulations governing time and labor processes;

Acts as liaison to the County Insurance Department in order to integrate the County's worker's compensation and other insurance benefits with payroll processes;

Develops and maintains payroll records in accordance with applicable regulations, New York State Civil Service Law, labor contracts, etc.;

Develops and monitors various payroll and personnel reports;

Prepares instructions for system users;

May provide work guidance to clerical and support staff involved in the payroll and personnel functions;

May perform special assignments and oversee personnel or payroll-related projects as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of personnel principles and practices; good knowledge of payroll operations, procedures and applicable laws; working knowledge of New York State Civil Service Law; ability to prepare reports; ability to evaluate information and solve problems, especially as they pertain to the County's personnel/payroll system***; ability to understand and interpret labor contract provisions, memorandum, written material, etc.; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree and two (2) years of responsible* clerical experience, responsible business experience**, or supervisory experience, which included personnel and/or payroll duties as a substantial portion of the work, or

An Associate's degree and four (4) years of responsible* clerical experience, responsible business experience**, or supervisory experience, which included personnel and/or payroll duties as a substantial portion of the work.

NOTE: Additional years of the required personnel and/or payroll experience may be substituted for college on a year-for-year basis for up to four (4) years.

*Responsible clerical experience shall be defined as clerical work that consists of moderately complex clerical duties (e.g. developing filing systems rather than simply maintaining file systems). The work generally involves limited independent decision-making (e.g. selects appropriate steps and procedures based upon pre-established guidelines) and some judgment (e.g. uses limited judgment identifying and selecting the most appropriate guideline or procedure to use for a task). The work may also include answering moderately difficult questions related to clerical processes and the general "mission" or procedures of a small office, the exchange of moderately difficult information, basic account-keeping duties and basic receptionist responsibilities.

**Responsible business experience shall be defined as work in a business setting that involves independent decision-making with important/significant consequences (e.g. establishing criteria for processes & products, hiring decisions, writing policies, managing or owning a small business), evaluating and acting on or making effective recommendations to act, determining priorities, supervising others, and completing work assignments in a generally independent manner.

***To be demonstrated during the probationary period.