

LINN COUNTY CLASSIFICATION

TITLE: PAYROLL SPECIALIST/ANALYST
NUMBER: 019
PAY RANGE: 14
CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER
NUMBER: 2013-071
DATE: February 27, 2013

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves as the County's payroll system expert, managing all payroll functions and activities to insure accurate employee compensation and compliance with all laws and regulations. May deal with various accounting and human resources/benefits transactions, maintaining related records, and preparing reports.

SUPERVISION RECEIVED: Works under the supervision of the Accounting Officer who checks work for conformity to departmental policies and procedures.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this class, but an incumbent may serve as a lead worker and assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Manage the monthly payroll production with input from each County office and department into the Sungard Integrated Financial & Administrative Solution (IFAS) software payroll system. Insure the timely and accurate processing of payments, records, documents and reports. Review and verifies payroll amounts and records for accuracy and coordinate with the Treasurer's Office to insure bank deposits are in place for payroll payments.
2. Establish and maintain the IFAS database to insure accurate employee information for accountability and reporting requirements. Review source documents for compliance with labor/tax laws and regulations; County policies and budgets; and union collective bargaining agreements (CBA). Coordinate with the Senior Benefits Specialist regarding the administration of employee benefits and associated regulations, guidelines and documentation.
3. Prepare, review and reconcile payments and reports for tax withholding, retirement contributions, workers' compensation, insurance plans, union dues, court orders, various vendors, etc. Insure compliance with Federal and State tax payment and reporting requirements as needed on a monthly, quarterly and annual basis.
4. Serve as the County's Public Employee Retirement System (PERS) system administrator reporting all employee demographic, wage and service records on a monthly basis. Manage the IFAS payroll file layout and PERS EDX interface, coordinating changes as required by PERS.
5. Update, modify and maintain the data driven software components in the IFAS Human Resources (HR)/Payroll module to insure that the system integrity is maintained and the

software logic produces payroll results that are verifiably accurate. Coordinate with the County's Information Technology Services personnel in the maintenance and enhancement of the IFAS software and other software programs.

6. Provide statistical information and reports to assist with union negotiations to include data development and analysis to evaluate proposal costs and impacts. Information and reports are also provided for budget analysis and development.
7. Provide training to office and department personnel relating to payroll procedures and time entry. Perform back-up functions as needed for the Accounting Office and Benefits.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Through knowledge of accounting principles and practices as applied within government organizations. Detailed knowledge of complex financial management software systems, specifically the HR/payroll processes. Ability to use standard office equipment; make involved and varied computations rapidly and accurately; compile statistical data and compile necessary reports; work harmoniously with fellow employees, supervisors, County offices and departments, outside agencies and the general public.

EXPERIENCE AND TRAINING: Four years of responsible office experience to include at least two years of payroll work; graduation from high school or possession of the equivalent GED certification supplemented by business school or college training in bookkeeping, accounting, computer discipline or related field; or any satisfactory equivalent combination of experience and training that demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.