



PAYROLL SPECIALIST

CLASS SUMMARY: To perform specialized accounting work of a complex nature in central payroll within the Department of Management Services; to maintain payroll and other fiscal records related to deferred compensation, flexible spending accounts, PERS and OPSRP, direct deposit, income tax withholding, union remittances, garnishments, and charitable contributions; to coordinate and maintain data relating to automated payroll system operation, and prepare regular and special reports; and to perform related duties as assigned.

SUPERVISION RECEIVED: Receives general direction from assigned management personnel. Exercises functional and technical supervision over assigned accounting personnel.

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

1. Applies thorough knowledge of automated payroll system and all system tables in uploading, processing and preparing payroll for all employees. Tests validity of new tables and hour types in payroll system.
2. Assists in the development, testing and implementation processes of changes to payroll and related systems. Recommends relevant changes and improvements, as necessary.
3. Prepares necessary reports and forms to ensure compliance with federal, state, and other reporting requirements.
4. 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.
5. Trains, coordinates and reviews the work of assigned staff. Provides a variety of information to decentralized payroll users and employees to resolve various payroll concerns and questions.
6. Seeks information and responds to requests from outside agencies, as necessary.
7. Tracks employees to determine when their position qualifies for PERS or OPSRP. May follow up on new hires and research and verify history with PERS.
8. Calculates PERS paybacks, and tracks and notifies departments/divisions of employee PERS or OPSRP eligibility.
9. Prepares, implements, and controls voluntary and other forms of deductions, such as exemptions, garnishments, withholding, benefits distributions, and allowances.

LANE COUNTY
Payroll Specialist (Continued)

10.	Monitors and processes changes in employee voluntary contributions, Time Management donations, and Flexible Spending amounts.
11.	Monitors payroll processes and makes changes as required. Maintains central control of payroll records and historic data to ensure the integrity and accuracy of each payroll. Creates vouchers and makes journal entries consistent with payroll processes.
12.	Participates and provides input in the evaluation of policy and procedures that affect payroll processes.
13.	Corrects time reporting changes or errors, calculating the correct amount; leave accrual rates and balances; retirement; union; direct deposit; FICA; workers compensation, unemployment, disability and other insurance; Medicare reimbursements; garnishments; and deferred compensation.
14.	Prepares monthly remittances such as Medicare. Responsible for federal and state payroll tax verification and appropriate forms and file submission to Oregon Department of Revenue, and Internal Revenue Service.
15.	Assists supervisor with audit preparation, and meets with auditors.
16.	Performs related duties as assigned.

Knowledge of (position requirements at entry):

- Accounting principles, practices and procedures.
- Automated accounting and payroll systems.
- Pertinent federal and state laws, regulations, policies and procedures related to payroll.
- Principles and procedures of financial record keeping and reporting.
- Report preparation procedures.
- Computer and personal computer systems.
- Retirement systems eligibility laws.
- Basic principles of training and work coordination of staff.

Skills in (position requirements at entry):

- Interpret laws, rules and regulations, contracts, policies and procedures affecting payroll.
- Prioritize workload effectively. Train and coordinate the work of assigned employees.
- Prepare clear and accurate payroll reports.
- Analyze situations accurately and adopt an effective course of action.
- Type at a speed necessary for successful job performance.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Communicate clearly, both orally and in writing.

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, or a related field. Three years of responsible payroll and accounting experience, including experience working with automated payroll systems. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

LANE COUNTY
Payroll Specialist (Continued)

NOTE: These positions are represented by AFSCME Local 2831.

Classification History:

Established per Board Order 05-6-1-21.

FLSA Status: Non-Exempt