

**PAYROLL SPECIALIST II****DEFINITION**

The Payroll Specialist II position works with limited direction from the Auditor, acts as the lead worker for the payroll division of the Auditor's Department. Position performs the most difficult and responsible fiscal work involved in processing the County-wide payroll and maintaining employee payroll records. This position works closely with the Human Resources Department in ensuring payroll coordination between these two departments is maintained in a professional manner. Prepares financial and statistical reports and statements for internal and external agencies, and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the highest working level in this class series. Incumbents have responsibility for maintenance of the County Payroll System, including the processing of time cards and preparation of payroll reports. This positon requires and in-depth knowledge of the payroll system and procedures and must work well with coordinating payroll functions with the County's Human Resources Payroll Specialist.

**REPORTS TO**

Auditor/Controller

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Provide lead direction to Payroll Specialist I and other payroll division support staff as assigned

## **PAYROLL SPECIALIST II - 2**

### **EXAMPLES OF DUTIES**

- Maintains payroll information by designing systems; directing the collection, calculation, and entering of data.
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers in coordination with the Human Resources Payroll Specialist.
- Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
- Balances the payroll accounts by resolving payroll discrepancies.
- Provides payroll information by answering questions and requests.
- Maintains payroll guidelines by writing and updating policies and procedures.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Receives employee time cards and inputs information into the payroll system, checking for errors and needed corrections.
- Communicates with other County staff regarding potential problems with submitted payroll data.
- Calculates and issues deductions checks, along with the electronic federal tax payment system.
- Produce payroll reports for all departments
- Prepares a wide variety of reports for health plans, dental plans, vision care, deferred compensation, and other information required on a bi-weekly basis.
- Prepares and balances the PERS report and submits within required time limits.
- Prepares current payroll tax deposits and quarterly payroll tax returns.
- Balances cash with all payroll accounts payable for all deduction codes.
- Coordinate and track retiree health insurance benefits including the appropriate statements balance on a monthly basis.

## **PAYROLL SPECIALIST II – 3**

### **EXAMPLES OF DUTIES – continued:**

- Works with County employees and management, providing a variety of information and answering questions regarding payroll items, including pay rates, overtime and other areas of concern.
- Performs a wide variety of statistical and account recordkeeping assignments required to carry out the functions of the Auditor's Office.
- Contributes to team effort by accomplishing related results as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- The methods, procedures and policies of the department including personnel policies and functions
- Policies, procedures, requirements, and methods used in a payroll system.
- Principles and methods of financial and statistical recordkeeping including laws, rules, and regulations governing financial and payroll procedures and recordkeeping
- Principles involved in coordinating various programs of the department
- Payroll preparation and verification procedures
- Principles of governmental financial, accounting and statistical record keeping
- Correct English usage, spelling, grammar and punctuation
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- County approved memorandums of understanding, individual employment agreements, resolutions and ordinances which set rates for pay and benefits for County employees
- Modern office practices, methods and computer equipment
- Recordkeeping principles and procedures
- Computer applications in payroll processing and related to the work

**Knowledge of – continued:**

- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

**Ability to:**

- Performs a wide variety of difficult and complex financial and statistical work required for County Payroll.
- Use independent judgement and discretion in implementing various programs
- Interpret and apply rules, laws, and policies governing payroll administration.
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.
- Reconcile discrepancies in payroll and financial records.
- Perform required mathematical calculations quickly and accurately.
- Operate a variety of computing and office equipment.
- Deal tactfully and courteously with a variety of different people in providing information and resolving payroll problems.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

Qualifications needed for this position:

Two (2) years of experience comparable to a Payroll Specialist I with Plumas County,

OR

Equivalent completion of courses required for a Bachelor's degree in Accounting with two (2) years of responsible office and administrative experience in a local government payroll office.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.