

PAYROLL SPECIALIST I

DEFINITION

Under general supervision, to perform responsible work in planning and implementing the County payroll function including coordinating the process with all county department and other agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level and first working level in the Payroll Specialist Series. Incumbents have responsibility for maintenance of the County Payroll System, including the processing of time cards and preparation of payroll reports. This class series is distinguished from the Fiscal and Technical Services Assistant class series by specialized responsibilities for the preparation of the County payroll, as well as requiring in-depth knowledge of the payroll system and procedures.

REPORTS TO

Auditor/Controller or Payroll Specialist II

CLASSIFICATION DIRECTLY SUPERVISED

None

PAYROLL SPECIALIST I - 2

EXAMPLES OF DUTIES

- 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.
- Follows payroll guidelines and makes recommendations for 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.
- Assists with preparation of current payroll tax deposits and quarterly payroll tax returns.
- Balances cash with all payroll accounts payable for all deduction codes.

PAYROLL SPECIALIST I – 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:

- General knowledge of County personnel policies and functions.
- Policies, procedures, requirements, and method used in a payroll system.
- Principles and methods of financial and statistical recordkeeping.
- Uses of computers in payroll processing
- Laws, rules, and regulations governing financial and payroll procedures and recordkeeping.
- Office methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Performs a wide variety of difficult and complex financial and statistical work required for County Payroll.
- Interpret and apply rules, laws, and policies governing payroll administration.
- Reconcile discrepancies in payroll and financial records
- Make arithmetical calculations quickly and accurately.
- Operate a variety of computing and office equipment.

Ability to – continued:

- 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' experience processing payroll, including some experience in financial and statistical recordkeeping, including experience in maintaining payroll and retirement systems records,

OR

Graduation from accredited College or University with an Associate's Degree in Accounting, with one (1) year of payroll processing or clerical accounting experience which required close attention to detail.

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.