

CLASSIFICATION SPECIFICATION

Payroll Services Specialist II

FT/PT Class Code: 4068, 4568 Pay Grade: B/C 11 FLSA: Non-Exempt Rev. 07/01/13

SUMMARY STATEMENT: An incumbent is responsible for processing salary/supplemental and/or hourly employee's human resources, benefits, and payroll transactions in the integrated Payroll/Human Resources Statewide Technology (PHRST) at an advanced level. In addition, an incumbent performs payroll accounting responsibilities and completes assigned special projects.

NATURE AND SCOPE:

An incumbent typically reports to the Payroll Services Manager or Assistant Payroll Services Manager. An incumbent must adhere to established practices and applicable State and Federal guidelines and serves as a liaison between campuses and outside agencies for assigned payroll functions and PHRST – related responsibilities. This class is differentiated from the I level due to the complexity of the transactions and special projects assigned.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Assists the Payroll Services Manager or Assistant Payroll Manager with the coordination and execution of daily payroll transactions and serves as the team leader for the College's centralized Payroll Department. Delegates and assigns special project assignments and ensures that critical deadlines are met. Serves as a backup wherever needed.
2. Investigates, researches, and resolves complex payroll and PHRST-related issues associated with assigned payroll locations. Coordinates with the Payroll Services Manager or Assistant Payroll Manager to determine if policies and procedures are intact and retrieves authorized signature on all payroll and PHRST-related forms prior to submission.
3. Completes special projects as assigned by the Payroll Services Manager or Assistant Payroll Manager within critical deadlines. Clean up of benefit records, serves as PHRST Liaison.
4. Analyzes concurrent employees to ensure coordination of benefits and FLSA standards are accurately reported. Performs analysis of paycheck earnings, deductions, and funding on a biweekly basis to ensure proper allocation is recorded. Processes fiscal reports such as: Start-up, Payroll Listing, and Reconciliation reports.
5. Evaluates and processes College payrolls for assigned salary, supplemental and hourly payroll locations using the integrated PHRST system human resources, benefits, and payroll modules. Ensures that payroll transactions are in compliance with laws, regulations, policies, and procedures.
6. Performs non-PHRST-related processes such as: recodes kickers, verifications, on-demand paychecks, tax calculations and system data validation between PHRST and other State and College data systems.

PRINCIPAL ACCOUNTABILITIES, cont'd:

7. Audits, reconciles, and corrects Personnel Data Forms (PDFs) and other payroll and human resources documents for management in PHRST for the assigned payroll locations.
8. Responds to inquiries from the Department of Labor, banks, mortgage companies, campuses, and State agencies.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of auditing procedures and principles of accounting.
- ◇ Knowledge of office and recordkeeping practices and procedures.
- ◇ Knowledge of applicable State and federal laws, rules, and regulations.
- ◇ Knowledge of College and State computerized payroll programs, e.g., PHRST, DFMS, OMS, etc.
- ◇ Knowledge of State and federal laws, rules, and regulations pertaining to payroll.
- ◇ Knowledge of the State payroll/human resources automated management system and State accounting and budgeting systems.
- ◇ Excellent keyboarding, time management, interpersonal and communication skills.
- ◇ Skill in performing mathematical computations with speed and accuracy.
- ◇ Ability to communicate effectively in oral and written form.
- ◇ Ability to operate a computer and other office equipment.
- ◇ Ability to manage multiple tasks and meet critical deadlines.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree and four (4) years of relevant experience; or other equivalent combination of education and experience.