

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)/PAYROLL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves administration of financial/payroll-related database and information systems functions as well as responsibility for processing of payroll data and producing accurate and timely payrolls. Duties include ensuring compliance with tax laws, garnishment procedures, and other regulations and requirements, including requirements of bargaining units and the County relative to appropriate salaries and rates of pay and withholdings. Incumbent acts as key liaison/project coordinator between the Finance Department and other County departments such as Personnel, Law, etc., with the IT/GIS Department, in matters relating to Human Resources Information Systems (HRIS), payroll, database administration and required reporting. Work is performed in accordance with established procedure and under general supervision, requiring significant ability to work independently. Supervision may be exercised over a small number of clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages biweekly payroll processing, ensuring compliance with tax laws, garnishment requirements, union contracts and County policy;
Ensures accurate adherence to union contractual agreements and County requirements;
Maintains employee payroll records, salary increases, health insurance contributions, accrual balances, tax withholdings, deferred compensation deductions, direct deposit;
Manages quarterly and year-end activities including wage reconciliation; monthly NYS Retirement reporting, adjustment reports, certification of salaries and service; Federal 941; NYS 45; MCTMT; W-2 processing; 1095 printing; 207C calculations and filings with IRS and reimbursements to employees;
Reconciles G/L accounts related to payroll entries;
Prepares breakdowns on payrolls as to proper amounts for state tax, federal tax, Social Security, Medicare, medical and dependent care deductions, deferred compensation and union dues, union insurances and create related journal entries for Accounting Department;
Supervises biweekly data entry for payroll processing and accrual processing;
Prepares salary information for workers' compensation and disability forms;
Acts independently to resolve all payroll inconsistencies in a timely and accurate fashion;
Manages quarterly and year-end activities including wage reconciliation, W-2 production, 1095 production, electronic filing procedures, and other requirements under federal and state law;
Prepares bank deposits and breakdowns on payrolls as to proper amounts for State Tax, Federal Tax, Social Security, Bonds, Group Insurance and Union Dues;
Processes electronic health insurance enrollments, Flexible Spending Account (FSA) enrollments, updated health insurance tables as governed by group bargaining units and resolutions, electronic time off requests, time entry, and departmental approval process, and assists with implementation, trouble-shooting, and support;
Processes electronic retiree health insurance billing and tracking, and assists with implementation, trouble-shooting, and support;
Works closely with the Personnel Department to integrate data to ensure best overall organizational practices with regard to employee benefits, personnel and payroll data;
Assists with implementation and provides ongoing support of various scheduling/payroll software/database systems for County departments;
Manages custom reports module with reports written and made accessible to CEO, Legislators, Auditing, Personnel, Law departments;

Interacts regularly with appropriate individuals in County departments to handle payroll-related questions and issues;
Assists with implementation, trouble-shooting, support and processing of electronic and database processes required by Personnel/Human Resources functions, Civil Service Law, Labor Laws, Internal Revenue Service, State, and other departmental needs;
Assists with implementation, trouble-shooting, support and processing of electronic forms such as Report of Personnel Change (RPC) forms, Overtime-Temporary Justification forms, Vacancy Control forms, etc.;

Compiles information in many different configurations for a variety of purposes including but not limited to budget, Finance Department tracking, census, Freedom of Information Law (FOIL) requests, Union negotiations;
Provides training for managers with regard to union/County rules and contracts as they relate to employee pay, benefits, and related processes;
Works with unions, county and managers in resolving payroll and benefits issues with employees;
Communicates confidentially with employees with regard to payroll-related questions or concerns;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of automated compensation systems and procedures; good knowledge of payroll and payroll tax issues; good knowledge of laws, rules and regulations regarding finance; good knowledge of benefit programs and their deduction rules; good knowledge of the principles of payroll auditing; ability to identify, analyze and resolve complex payroll and related issues; ability to identify future issues, risks and opportunities as they relate to payroll administration; ability to assess implications of policy decisions for payroll; ability to interpret complex statistics and present logical reports; ability to effectively communicate both orally and in writing; ability to establish and maintain effective working relationships; ability to effectively use computer applications such as spreadsheets, word processing, and database software; accuracy; integrity; resourcefulness; sound judgment.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's Degree and four (4) years of account clerical experience, two (2) years of which must have included use of an automated payroll system, as well as experience working with computer software/hardware applications and/or analysis; or
- b) Associate's Degree and six (6) years of account clerical experience, two (2) years of which must have included use of an automated payroll system, as well as experience working with computer software/hardware applications and/or analysis; or
- c) An equivalent combination of education and experience as indicated in a), and b), above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.