

TITLE: Payroll Specialist

HR/6

DEPARTMENT: Human Resources, Fayette County

JOB SUMMARY: This position performs specialized duties in support of the county's payroll functions.

MAJOR DUTIES:

- o Logs departments' time and attendance slips; contacts departments to reconcile discrepancies.
- o Processes personnel actions for county employees.
- o Generates earnings and deductions by defining ranges and pay periods.
- o Makes additions and corrections to payroll records.
- o Updates employee profiles.
- o Troubleshoots and resolves systems' issues.
- o Prepares and generates required reports.
- o Assists with new employee orientation.
- o Greets visitors and answers telephone; provides information and assistance.
- o Attends classes and conferences.
- o Files all documents.
- o Conducts employee exit interviews.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of county payroll processes.
- o Knowledge of computers and job related software programs.
- o Skill in public and interpersonal relations.
- o Skill in researching and preparing reports.

- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Human Resources Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include department policies and procedures and state and federal regulations. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of related specialized duties. The variety of details to be monitored contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to perform specialized duties in support of the county's payroll activities. Success in this position contributes to the efficiency of department operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, applicants, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table. The employee occasionally lifts light or heavy objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.