



CLASS SPECIFICATION

Class Code: 60017451
Date Established: 04/2013
Last Reviewed: 09/2021
Last Revised: 09/2021
Last Title Change:
FLSA: Non-exempt
Probation: 12 months

PAYROLL TECHNICIAN II

DEFINITION

Under general supervision, performs technical journey level duties to generate payroll for County employees; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Four years of progressively responsible full-time experience performing full cycle computerized payroll to include at least one year of experience processing pay adjustments, such as tax reports, garnishments or final pays in a high-volume organization and proficiency of standard Microsoft Office Suite applications (Word, Excel and Outlook at a minimum); OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the journey class in the Payroll Technician class series. It is distinguished from the Payroll Technician I by its ability to complete assignments independently, to complete more complex external filings and to support system and data testing with minimal guidance and supervision. This classification is assigned to the Comptroller's Office and is responsible for performing complex technical duties.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Process bi-weekly Washoe County payroll and bi-weekly payroll for other entities, as required.

Enter, maintain and verify accuracy of employee master files; coordinate with department personnel representative and Human Resource Department to ascertain data is correct; make revisions as necessary.

Reconcile payroll deductions; process and disburse funds to respective recipient; process garnishments and levies.

Maintain and reconcile a variety of ledgers, reports, and accounting records.

Coordinate with County employees and department payroll representatives and provide direction on proper coding and time reporting.

Process, sorts and verify payments to vendors; generate journal entries and match back-up documents with funds distribution.

Audit data entry for completeness and accuracy.

Read and interpret association agreements, codes, laws, and regulations related to payroll to ensure compliance.

Prepare and complete external filings of payroll data to regulatory and other entities.

Conduct complex audit and testing of payroll results and system.

Conduct research and special problem analysis as needed including special calculation models for non-standard payroll programs and situations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Federal and State laws, rules and regulations governing complex payroll in a governmental entity with multiple bargaining units including special FLSA rules for public safety.

County codes, policies and procedures related to Human Resources and Payroll.

Department policies and procedures.

All bargaining unit contracts and impact on payroll.

Washoe County payroll processing and reconciliation procedures.

Extensive knowledge of computer software used for Human Resources, time entry and payroll processing.

Payroll maintenance and testing in a multiple association/union environment.

Ability to:

Interpret and apply a variety of codes, ordinances and labor contracts.

Accurately process payroll activities in a timely manner.

Complete complex mathematical calculations quickly including creating and using Excel models.

Communicate with customers, internal and external, in a clear, concise, effective and tactful manner.

Conduct complex research and testing assignments.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Fundamentals of bookkeeping and accounting practices.

Fundamentals and methods of financial and statistical record keeping.

Computerized payroll software in a complex payroll environment.

Complex Federal and State laws, rules and regulations governing payroll.

Ability to:

Read and interpret a variety of complex information and material.

Evaluate procedures, systems and processes for effective and recommend improvements.

Handle multiple priorities and tasks.

Operate office and unique departmental/division equipment, computer programs and software.

Reconcile payroll and financial records.

Plan and prioritize workload to meet schedules and strict timelines.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with department staff, representatives of other departments, the public, and all contacts.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Stooping, kneeling, and reaching often required during the performance of work assignments. Ability to lift and move objects weighing up to 25 lbs. Ability to use computer, copying machines, and office equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.