

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Payroll Specialist 3	<u>CLASS NUMBER:</u> 60212	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N9	<u>POSITION CONTROL #:</u> varies
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Payroll Supervisor (100430)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Payroll Specialist 3 classification is to ensure proper preparation and processing of payroll and to maintain information for payroll and human resources needs.

JOB DUTIES:

Maintain payroll systems and spreadsheets. Collect, review and collate timesheet data and leave forms for processing. Review for accuracy and completeness. Reconciles timesheets between database and payroll systems. Researches and makes adjustments as needed. Calculate adjustments on longevity, promotions, retro pay and tax withholding. Update sick leave, vacation leave, family medical leave, leave without pay, leave of absence, military leave, etc. in payroll system. Reconcile preliminary payroll register (weekly). Research discrepancies and make necessary corrections. Obtain warrants and EFTs from Auditor’s Office. Sort and distribute warrants and EFTs. Provide customer service to employees, (i.e. questions, technical support or epas).

Review packages for new hires for accuracy and completeness. Process new hires via Personnel Action form and update manual files, payroll and database systems. Create and maintain manual payroll files for all employees. Prepares years of service/perfect attendance report for the Director’s Office annually and finance quarterly. Works with Human Resources and Benefits to maintain deduction information, proper timesheet approval system and to process bonus checks. Prepare sick leave cash conversion eligibility report for Fiscal/Payroll Supervisor and individual employees. Processes essential documents from employees. Prepares specialized reports. Work with Auditor’s office to update and process employee charitable contributions.

Research and resolve employee payroll issues. Respond to employees and the retrieval of payroll information. Utilize payroll systems to perform authorized employment verifications. Utilize payroll systems to perform authorized income verifications. Provide employee information for authorized outside inquiries. Provide employee information to Auditor’s office for direct deposit, garnishment, and other issues. Maintain accurate and current paper and electronic files through the use of file cabinets, excel spreadsheets, and word processing. Assist Payroll Supervisor in maintaining departmental Records Retention Schedule. Develop and maintain forms/templates and memorandums for payroll. Establish, write and maintain procedures for payroll tasks and activities. Process and consult with the Union for union dues and issues regarding same. Assist Payroll Supervisor in developing and implementing agency wide payroll training(s) and identification of training opportunities.

Coordinate with Human Resources and applicable employees in processing resignations and retirements. Verify sick leave and vacation leave availability. Respond to inquiries from employees regarding Credit Union, FMLA, direct deposits, payroll deduction, PERS, Sick leave, Vacation leave, etc. Coordinate with the Director’s office, the Auditor’s office and the Commissioners’ office to process payroll supplements. Work with Auditor’s office to resolve payroll issues and to furnish Auditor’s office the requested payroll information. Serves as the FCDJFS payroll liaison for accuracy of employee information in systems such as APRS (Employee Performance Evaluation system) and RMS (Random Moment Sampling time study system). Maintain accurate and detailed records in accordance with GAAP in preparation for state and county audits. Provide requested payroll information when audited. Computes and enters pay increases according to Commissioners’ policy. Improve payroll procedures to enhance accuracy, completeness and efficiency. Responsible for keeping payroll information current and confidential. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; bookkeeping; employee training and development; lead work; public relations; agency policy and procedures; government structure and process. Skills in typing; equipment operation. Ability to define problems, collect data, establish facts and

draw valid conclusions; calculate fractions, decimals, and percentages; maintain accurate records; prepare meaningful, concise and accurate reports; handles sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with three (3) years of payroll or related experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date