

**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> Public Facilities Management	<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> 030004
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, Human Resources (030022)
<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 system and timekeeping system. Ensure proper preparation and processing of payroll and maintain information for payroll and human resources needs. Maintain accurate time records and payroll files. Reconcile timesheets between database and payroll systems. Research and adjust as needed. Calculate adjustments on longevity, promotions, retro pay and tax withholding. Work with the benefits office to ensure that health care, supplemental life, MetLife, and flexible spending rates are accurate for all PFM employees. Update sick leave, vacation leave, family medical leave, leave without pay, leave of absence, military leave, etc. in payroll system. Ensure leave balances are accurate in payroll and timekeeping systems. Provide customer service to employees such as answering questions and providing technical support. Review new hire paperwork for accuracy and completion. Create and maintain payroll files for all employees.

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 using file cabinets, excel spreadsheets, and word processing. 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.

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 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. Provide requested payroll information when audited. Computes and enters pay increases according to Commissioners' policy. 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; public relations; agency policy and procedures; government structure and process. Skill in typing; equipment operation. Ability to carry out detailed but basic written or oral instructions; apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; read and record figures accurately; add, subtract, multiple and divide whole numbers; calculate fractions, decimals, and percentages; maintain accurate records; prepare meaningful, concise and accurate reports; handle 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

No special license or certification is required.

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

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Effective Date: _____