

PAYROLL SECTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for overseeing, planning, coordinating, and supervising operational activities related to payroll preparation and auditing. Responsibilities involve work on payroll matters where various pay plans and differentials are in effect as well as maintaining frequent contact with various departmental sections to effectively coordinate workflow relating to payroll operations. Supervision may be exercised over a number of subordinate clerical personnel, or in departments with multiple locations, the position may act in a lead capacity, providing coordination and oversight for departmental payroll functions. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises, coordinates and prepares time and attendance changes, supplemental and overtime computations, salary increases, promotions, increments, longevity pay, changes in retirement rates, insurance rates, and differentials in accordance with established procedures to ensure the timely expedition of operations;

Maintains departmental time and attendance records in an automated system;

Audits time and attendance records for completeness and accuracy contacting departments to resolve discrepancies;

Audits payrolls against various deductions i.e., social security, retirement authorizations, health insurance deductions, withholding taxes and other employee deductions;

Controls, audits and distributes departmental paychecks to ensure proper receipt of checks;

Prepares and processes various forms including retirement forms, vacancy release forms, pre-clearance forms and personnel transaction forms;

Responds to requests from the Worker's Compensation Board, the Unemployment Bureau, the Department of Social Services, and credit establishments;

Prepares the annual employee salary component of the budget process for superiors;

Computes lump sum payments, out of title guarantee and sick leaves at half pay;

Computes emergency call-in and stand-by pay;

Compiles various reports from payroll data;

Implements payroll and personnel changes as mandated by union contracts, board acts, etc.

Supervises and instructs subordinate clerical personnel and/or unit timekeepers on payroll/personnel matters;

Responds to inquiries related to payroll services;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Maintains appropriate contacts with departmental payroll personnel, the Budget Office, Finance and Personnel;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern payroll procedures; knowledge of the principles of auditing; knowledge of Westchester County Personnel Rules and Procedures; knowledge of retirement system principles and procedures; ability to make accurate computations; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships; ability to provide oversight and coordination of payroll functions for multiple locations; ability to communicate effectively both orally and in writing; ability to understand oral and written directions; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and five years experience auditing and preparing payroll or personnel records and supporting documentation for at least fifty (50) employees.

SUBSTITUTIONS: Satisfactory completion of 30 credits* toward a Bachelor's Degree* may be substituted on a year for year basis for up to three years of the required experience.

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

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Job Class Code: C0858
Job Group: VIII