

## PROGRAM ADMINISTRATOR (PAYROLL/PERSONNEL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level administrator and working within the framework of the County Human Resources and Finance Departments' rules and procedures an incumbent typically assists in the administration of, or has responsibility for, a department's automated personnel and payroll functions. This includes responsibility for departmental personnel and payroll services and the maintenance of all records related to these functions. Supervision is exercised over departmental payroll, clerical and other staff performing these responsibilities. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises a staff engaged in the technical, administrative and clerical functions involved in personnel and payroll functions;

Acts as departmental liaison to the County Attorney's office regarding personnel and disciplinary matters;

Coordinates departmental disciplinary actions and personnel issues with program directors;

Assists in employee relations, disputes, grievances, and labor matters;

Plans and directs the maintenance and implementation of all changes in existing personnel and payroll systems and records;

Responds to inquiries concerning personnel, payroll, civil service, affirmative action, worker's compensation, benefits, and related areas, from employees, supervisors, administrators, etc.;

Supervises all payroll functions including, but not limited to, time and attendance, distribution of employee paychecks, lump sum payments, processing of Worker's Compensation and retirement paperwork and the payroll and personnel changes mandated by the County and union contracts;

Represents the department in intra-departmental meetings regarding payroll and personnel functions of the Department, providing advice and assistance to staff in addressing various employment issues;

Interacts with personnel from County Departments, such as Law, Risk Management, Human Resources, etc., in carrying out responsibilities of the position;

Carries out special studies required by the County and the department regarding employees;

Assists with the development of departmental policies and procedures to ensure compliance with county policies relating to payroll, personnel, workers compensation, collective bargaining agreements, Affirmative Action, disciplinary actions, Americans with Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, etc.;

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

Serves as departmental liaison to the Risk Management Office regarding compliance with OSHA and PESH regulations;

Coordinates with the County Human Resource department to request modifications to job specifications, prepare and process position certification requests, review examination scopes, etc.;

Participates in the development of the annual personnel budget for the department;

Monitors vacancies, hires, terminations, promotions, transfers, overtime, etc. preparing various reports as needed;

Supervises the maintenance of confidential files and records;

Serves as departmental liaison and advisor on issues related to Employees Assistance Program;

May assist with the coordination, development and supervision of the implementation of a large centrally automated personnel/payroll system as required;

Administers pre-employment drug testing program;

Coordinates volunteer and temporary workforce for the Department;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general principles of modern public personnel administration, including recruitment, interviewing techniques and placement; good knowledge of the New York State Civil Service Law and Westchester County Civil Service Rules as they apply to personnel transactions and payroll; good knowledge of personnel records and systems in use in Westchester County, including practices and procedures; good knowledge of records administration within an automated data processing environment; ability to supervise subordinate employees; ability to deal with officers, employees and the public in all levels and categories; ability to implement and coordinate personnel practice and procedures; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; good judgment; tact; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and five years of professional human resources experience which must have included payroll, benefits or personnel record management.

SUBSTITUTION: Satisfactory completion of a Master's Degree in Public Administration, Business Administration, Personnel Management, or related field may be substituted for one year of experience. Satisfactory completion of a one year Public Administration internship in New York State civil service administration may be substituted for the one year of experience.

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

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Job Class Code: C2905  
Job Group: XII