

STAFF REPORT

SUBJECT:	Approve Creating the Position of Payroll Specialist/Human Resources Assistant (Confidential) and Associated Job Description
RECOMMENDED ACTION:	Recommend to the Board Approval of Creating the Position of Payroll Specialist/Human Resources Assistant (Confidential), the Associated Job Description and Inclusion in Group C in the Position Classification and Salary schedule

Staff requests the creation of a unique position that combines the current Payroll Specialist with a job scope reflecting activities of a Human Resources Assistant. By doing so, the incumbent Payroll Specialist will be able to use her payroll certification training, which overlaps into some human resources areas, to provide assistance to the Manager of Administrative Services who serves as the human resources manager at SJCOG. Currently, the Manager of Administrative Services has no backup. In the event of illness, injury, or other issue, the HR function at SJCOG would be severely impaired. In terms of long-term succession planning, over time, this position will become trained and certified in human resources and will serve as a potential successor to the Manager of Administrative Services.

The attached job description combines the job description of the Payroll Specialist adopted by the Board in March 2019 with a Human Resources Assistant job description. The job description was reviewed and approved by the SJCOG Chief Accountant and the Manager of Administrative Services, the two staff members who will be supervising the position. The position will initially remain in the Finance department. To provide time for her transition, several of her accounting tasks are being transferred to a newly hired Accounting Assistant.

This position is identified as confidential due to the nature of HR responsibilities. As the payroll clerk, the incumbent is accustomed to the confidential nature of personnel.

The FSLA status of the position is Non-Exempt. The new position's benefit package remains unchanged. With the added responsibilities, staff is recommending moving the position from Group D to Group C in the Position Classification and Salary Schedule with a range of \$76,024 to \$129,380.

FISCAL IMPACT

The FY 2019-20 Annual Financial Plan contains adequate resources to fund this position.

RECOMMENDED

That the Executive Committee recommend to the Board approval of creating the Position of Payroll Specialist/Human Resources Assistant (Confidential), the associated Job Description and inclusion in Group C in the Position Classification and Salary Schedule

Prepared by: Steve Dial, Deputy Executive Director/CFO

**SAN JOAQUIN COUNCIL OF GOVERNMENTS
CLASSIFICATION SPECIFICATION**

JOB TITLE: **PAYROLL SPECIALIST/HUMAN RESOURCES ASSISTANT
(CONFIDENTIAL)**

DIVISION: **Fiscal Services/Human Resources**

DEFINITION:

This is a hybrid position with the incumbent performing duties in both Fiscal Services and Human Resources

Under direction of Chief Accountant, performs varied and complex professional accounting work relating to the maintenance of accounting transaction records; prepares analytical, narrative, statistical, and accounting reports. To complete routine and complex accounting operations by processing biweekly payroll, benefits payable, purchase order requisitions, annual audit, and various other tasks.

Under direction of the Manager of Administrative Services performs complex and varied technical, professional, and confidential work required to administer human resources programs, including recruitment, testing, job analysis and classification, compensation, training and development, and employee and labor relations; performs research and analysis; provides consulting services to all SJCOG departments related to all aspects of human resources programs and activities.

DISTINGUISHING CHARACTERISTICS:

Payroll Specialist is a journey level class in the Fiscal Services series. At this level, incumbents perform complex professional accounting and payroll work. Incumbents work independently, require minimal supervision, and may direct the work of lower level professional, technical, and clerical staff. This class differs from Chief Accountant in that incumbents of the latter class independently perform the most complex professional accounting work and has overall responsibility for overseeing the division.

Human Resources Assistant is entry level work Initially under close supervision. Incumbent will perform analytical and technical work within the human resources department. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Chief Accountant and the Manager of Administrative Services within a framework of standard policies and procedures.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

Payroll Specialist

- Ensure payroll transactions are processed correctly for time, earnings, benefits, deductions, taxes, garnishments, and other items that affect employee pay and / or SJCOG liability. Compiles and reviews payroll reports for accuracy, transmits payroll electronically and distributes checks and paystubs to employees. Research, resolve and communicate payroll issues including complex or technical issues. Respond to inquiries from employees and/or management. Generates W-2's, ensures accuracy, and distributes to proper agencies and employees.
- Responds to inquiries related to retirement final compensation, retroactive adjustments and miscellaneous payroll inquiries.
- Assist in the reconciliation of payroll accounts to the general ledger and prepare necessary correcting journal entries, fiduciary fund reconciliation, general ledger interface preparation, monthly and quarterly journal entries.
- Performs system testing after upgrade and/or updates are applied
- Develops and implements training programs and materials for end-users.
- Performs routine updates and maintenance of the payroll system, including maintenance of pay codes.
- Generates, reconciles, and submits bi-weekly, monthly, and quarterly payroll reports and payments to state and federal agencies to include; biweekly 941 submittals and quarterly returns, quarterly State unemployment tax, and bi-weekly retirement payments. Ensures all Federal withholding tax rates, unemployment tax rates and retirement rates are updated annually. Researches other tax issues as needed
- Participates in quarterly or yearly payroll audits from external agencies related to payroll deductions and withholdings by providing reports and prepared forms.
- Assists with budget preparation by preparing analyses of budget related information on compensation and benefits, salaries, and other employee deductions and expenses.
- Assists with the agency's annual audit preparation and the audit process from beginning to end by running payroll related reports, doing research, and providing explanations as needed.
- Enters all requisitions and purchase order for all departments.
- Other duties include; reconciling and paying all benefit payables monthly, processing all employee health reimbursements according to internal policy, ensuring salary changes, benefit changes, authorized deductions are timely and accurate, and conducting various other adjustments affecting employee pay and agency liability. Duties also include performing monthly leave accruals and manual leave input for special circumstances and assisting with annual open enrollment by inputting changes that effect payroll deductions.

Human Resources Assistant

- Coordinates and implements recruitment processes for SJCOG departments; confers with departments to ascertain departmental needs; coordinates and/or produces recruitment flyers and position announcements; screens resumes and applications; identifies qualified applicants.
- Organizes and administers oral and written examinations and results, including compiling test scores, preparing eligibility lists and candidate information, coordinating and/or conducting interviews; monitors the hiring process and/or testing processes to assure adherence to applicable human resources policies.
- Conducts salary studies; researches salary and benefit information for use in the collective bargaining process, budget preparation, and cost analysis.

- Assists employees and management with the interpretation and correct application of SJCOG policies, procedures, and programs; provides advice and assistance regarding employment issues; investigates employee complaints.
- Assists in the coordination of the SJCOG'S training activities, including identifying training needs, arranging for training presenters, working with trainers to ensure the Court's needs and expectations are addressed, securing training sites, developing memos, flyers, emails, and voicemails, and providing visual aides and other materials as necessary; maintains training logs and records of completion.
- Conducts personnel and workplace investigations; assists in responding to grievances and administering disciplinary actions.
- Makes recommendations for the development and revision of human resources documents, procedures, and forms; assists in the development of policies, regulations, and procedures.
- Conducts special research assignments, gathers data, and prepares reports for consideration by management or special committees.
- Consults with supervisors regarding personnel related issues, needs, and services; counsels employees on human resources programs, policies, and processes; explains program provisions, procedures, and eligibility requirements; and assists employees with forms and human resources documents.
- Conducts surveys and compiles data on administrative, human resources, and operational problems or issues.
- Receives and screens visitors and telephone calls, providing a high level of customer service to both external and internal customers; provides information to SJCOG staff, other organizations, and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, attending meetings, preparing agendas and taking minutes, and serving on various task forces and committees.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS:

Education and Experience Guidelines:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

- High School Diploma or Equivalent required
- 5-7 years of recent and verifiable professional level experience in one or more of the following fields: payroll, accounting, finance.
- Advanced experience with New World ERP
- Status as a certified payroll Professional (CPP), or Fundamental Payroll Certification (FPC) is highly preferred.
- Bachelor's Degree in accounting or Business-related fields preferred, or CPP certification

Knowledge of:

- Principles, methods and practices of California local government payroll operations.

- Use of ERP Software systems, spreadsheet and word processing programs.
- Accounting theory, principles, practices, and procedures and their application to a variety of accounting transactions and problems with particular reference to governmental accounting; pertinent federal, state, and local laws, codes, ordinances, and regulations; principles of account classification; modern office procedures, practices, and equipment including computers and applicable software applications such as spreadsheets, databases, and electronic data processing systems; auditing theory, principles, and practices.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection, and equal employment opportunity; job analysis and classification; compensation analysis and administration; training and development; employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Recordkeeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and SJCOG staff.
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Ability to:

- Must be able to analyze and evaluate technical payroll activities and detailed computations by understanding basic principles of accounting, federal and state laws, and accounting standards.
- Must possess knowledge of payroll principles, practices, regulations and procedures for processing and reporting, knowledge of taxation, wage and hour requirements, and gross to net payroll, and intermediate knowledge of balancing wages against payroll journals to determine discrepancies.
- Must possess strong attention to detail, strong organizational skills, and the ability to accurately record and provide documentation.
- Ability to work in fast-paced environment with frequent interruptions and changes in prioritizing tasks.
- Ability to write, interpret, and prepare reports.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications; adapt to changing technologies and learn the functionality of new equipment and systems
- Establish and maintain effective working relationships with others including Public and County officials and other employees; communicate effectively with others, both orally and in writing.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, explain, and ensure compliance with Court policies and procedures, complex laws, codes, regulations, and ordinances.

- Effectively represent the department and the SJCOG in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Maintain accurate files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner;
- organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationship with those contacted in the course of work.

Licenses/Certification Required:

Assigned duties may require possession of a valid class C California Driver's license, certificate of automobile insurance, and a satisfactory driving record.

The ability to attain certain certifications related to Payroll and Human Resources.

WORKING CONDITIONS:

Environmental Conditions:

Office environment with controlled temperature. Incumbents work closely with vendors, contractors, other agencies and COG management and staff.

Physical Conditions:

Work is performed in an environment of frequent interruptions requiring maintenance of attention to detail. On a daily basis, the essential duties of the job require prolonged periods of sitting and viewing data on a computer screen; finger and hand dexterity for extensive use of a personal computer and other office equipment; the ability to read, hear and verbally communicate with others; the ability to see distances from twelve inches to arm's length using a full field of vision; the ability to climb stairs; to stoop and crouch, reach, lift, push, pull and grasp files and folders and other items weighing from one to forty pounds.

OTHER:

FLSA STATUS: Non- Exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the

Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

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