

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Payroll Specialist</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>BG23</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not-Eligible</u>
Occupational Group	<u>Computer Technical</u>

**PRIMARY PURPOSE:**

Oversees and participates in the duties necessary for preparing, processing, maintaining and coordinating City payroll. Creates reports and analyzes data to identify trends and present summary statistics. Provides information and explanations to employees regarding payroll and benefit programs including the personnel rules, ordinances, and policies related to such programs.

**SUPERVISION:**

Under the general supervision of the HRIS and Payroll Coordinator of the Payroll, Compensation & HRIS Division. Coordinates and directs daily work assignments of assigned support staff which includes establishing workload priorities.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Oversees and participates in the daily payroll processes, which includes the accurate input of data on all new, current, and former (including retirees) employees' HRMS records.
2. Researches issues, from a functional perspective, related to performance of the Core HR module, file service requests with the Information Systems department and/or the vendor as applicable and work to resolve the issues.
3. Leads in the review, testing and implementation of HRMS system upgrades, patches, or other fixes for the Core HR module. Collaborates with functional and technical staff to coordinate application of upgrade or fix.
4. Performs complex payroll calculations to determine amounts due to, or owed by, City employees within the scope of the HR payroll function. Enters adjustments to retro pay, leave time, auto allowance, military hours, care leave awarded hours, special payments, payback (LAGERS, overtime of shift pay, etc.) which includes the calculations for partial and prorated payments, etc.
5. Establishes, implements and maintains methods and procedures to assure all personnel actions are processed correctly and timely as well as makes appropriate recommendations to expedite efficiency.
6. Oversees the review of all payroll paperwork received from City departments for completeness, accuracy, and compliance with city rules, ordinances and pay schedules; advises and trains city department staff regarding the proper completion of such paperwork.
7. Coordinates and directs daily work assignments of assigned support staff and determines workload priorities.
8. Addresses the concerns with payroll and benefits paperwork relating to procedures, policies, improper calculations, payroll deadlines and other similar issues; utilizes initiative and judgment in working with departments to resolve such concerns.
9. Serves as the subject matter expert on information pertaining to efficient and effective payroll practices.
10. Researches questions and concerns and provides in-depth information to employees and the public regarding City payroll.
11. Participates in the processing of retirements, compiles data and salary information, calculates final average salary, etc.
12. Maintains and supports a variety of reports or queries utilizing appropriate reporting tools.
13. Creates reports as needed to respond to data requests from the City Manager, City Council, or department heads including advanced use of Excel (Pivot Tables, VLookups, complex formulas, etc.).
14. Assists in development of standard reports for ongoing division, department, and City needs.
15. Coordinates the payroll side of the annual cafeteria plan with the HR department benefits representative(s).
16. Maintains assigned HRMS tables/lookups/flexfields.
17. Composes and types routine to complex correspondence.
18. Processes unemployment forms and files protests as directed.
19. Accesses third party systems (eVerify, LAGERS, ICMA) to retrieve information or create and maintain records.
20. Operates a variety of office equipment such as copy machines, FAX machines, calculators, microfiche, etc.

**IMPORTANT FUNCTIONS:**

1. Attends training sessions, seminars, etc. as necessary for technical and professional growth and development.
2. Travels to off-site city locations to provide information and explain benefit programs.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Knowledge of the overall City payroll practices; modern office practices, standard English usage; bookkeeping principles and practices; and complex math applications and calculations; knowledge of the HRMS payroll system; general knowledge of Wage and Hour laws and the Fair Labor Standards Act.

**Abilities**

Ability to effectively and efficiently oversee the details involving the City’s payroll processes; deal effectively and courteously with associates and the general public when explaining information relating to a payroll issue; research and investigate complaints or problems related to payroll; ability to troubleshoot problems related to HRMS and make reasonable recommendations; communicate effectively both verbally and in writing; follow oral and written instructions; maintain a high level of confidentiality; oversee and complete work with a strong attention to detail; utilize independent judgment when making decisions or recommendations; present an overall professional image; operate a computer utilizing appropriate software applications; operate modern office equipment including a 10-key calculator; type accurately at an approximate rate of 50 wpm; read, understand, and interpret city policies, procedures, ordinances and Merit Rules; Oversee the input, code, and retrieval of information in the HRMS; independently plan, prioritize, organize and complete work in an efficient manner; accurately process a large volume of work within short deadlines; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

At least four years of responsible computerized payroll and/or benefits work experience, of which at least one year has been as a Lead Payroll and Benefits Assistant with the Human Resources Department.

**Physical Requirements**

Performs bending, squatting, kneeling, and reaching to both ground level and overhead; lifts and carries up to 20 pounds; pushes and pulls up to 25 pounds; holds and grips objects; may be subject to sitting for long periods of time; must possess ability to operate a computer keyboard, mouse and calculator.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment.

**Licensing/Certification**

None required.

**Miscellaneous Requirements**

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

<b>Last Revision:</b> May 30, 2014	<b>GENERAL ORDINANCE NO.</b> 6057
<b>Comments:</b> Created new description	<b>Date:</b> June 17, 2013

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_