**Class Summary**

The responsibilities of this classification are to process payroll and/or timekeeping actions and assist in payroll related activities; maintain human resources and payroll related records; provide information to management and employees regarding compensation and employment; and perform related work as required.

**Distinguishing Characteristics**

This is the first level in a two level classification. Under general direction, incumbents perform a wide range of payroll related duties involving agency human resources, payroll and timekeeping records. Payroll Specialists carry out payroll and timekeeping duties and are responsible for collecting, organizing, editing, and reporting data from multiple systems to central payroll operations for production. This classification is distinguished from the Fiscal Specialist series in that incumbents make descisions requiring interpretation of data from various sources, procedures, policy and the law. The Payroll Specialist classification is distinguished from the Payroll Administrator, in that the latter provides support as payroll subject matter expert for agency Payroll Specialists and produces payroll for all county employees and are located in Benefits, Payroll and Retirement Operations.

**Examples of Duties**

1. Process payroll and/or timekeeping transactions using various software programs including PeopleSoft modules
2. Set-up and maintain filing and record keeping systems.
3. Process employment verification requests for assigned agency.
4. Respond to inquiries from agency representatives and employees on the status of services, contracts, grants, fee receipts, accounts receivable, and accounts payable.
5. Verify employee attendance in order to accurately calculate employee pay variances in accordance to the corresponding collective bargaining agreement.
6. Prepare correspondence, reports, forms, and statistical data such as charts, tables and graphs.
7. Act as the subject matter expert for the assigned agency.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of payroll production, processes and procedures

Knowledge of Federal and State laws and regulations to include Fair Labor Standards Act, Family Medical Leave and Workers’ Compensation

Knowledge of King County human resources policies and procedures

Knowledge of record keeping and monitoring procedures

Skill in comparing records and data for accuracy; and researching/reconciling errors and discrepancies

Skill in organizing and prioritizing a high volume workload with strict deadlines

Skill in written and verbal communication

Ability to analyze and interpret data, union contracts, regulations and laws

Ability to research and compile information

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Previous fiscal and/or payroll experience

Or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the classification

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Payroll Administrator |
| **Class History** | Created 4/2016 |