

Job Description

Job Title: Payroll Support II **Job Code:** 900780 **Job Family:** Administrative

Pay Grade: JC.15.15 **FLSA:** Non-Exempt **EEO:** Office-Clerical

Department/Agency: Countywide **Position Number(s):**

Recommended Position Title(s): Senior Payroll Technician

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Processes and audits payroll transactions to ensure compliance with Federal, State and local laws and County policies and procedures; independently computes, enters, and balances employee pay data; calculates and posts manual/voided checks; mentors and advises department/agency payroll representatives and other staff of payroll policies and procedures; collaborates with Human Resources to convey policies and procedures to departments/agencies; researches and resolves reporting and processing issues; under minimal supervision utilizes complex spreadsheets, and audit reports to analyze data in order to detect and provide resolution to possible errors within the payroll system related to employee tax withholdings and other areas; completes employment, social security and lost work verifications; reports employee count to Department of Labor on a monthly basis.
- Provides employees with information regarding the KPERS/KPF retirement benefits; counsels employees to determine retirement dates and retirement options; processes employee requests as appropriate; calculates and processes arrearages and works cooperatively with KPERS/KPF to determine buy back amounts/percentages; monitors the start and stop entries of buy backs; completes and submits pay period reporting for KPERS/KPF agencies; works with KPERS to determine and resolve errors; integrates new legislation related to KPERS/KPF retirement plans and deferred compensation plans into current procedures; maintains current knowledge of State and Federal regulations related to deferred compensation for 401A and 457 plans. Completes KPERS forms for membership, retirement, planning and pay period reporting; maintains employee data in the KPERS/KPF Employer Web Portal. Manages the military leave process in accordance with KPERS guidelines and runs various audit reports to ensure KPERS compliance.
- Works collaboratively with Oracle Support Center to run application jobs and test program changes in the test environment prior to moving those changes into production; determines errors and guides Oracle Support Center in the correction of errors/exceptions noted; performs troubleshooting when issues/errors are detected within the payroll system; participates in testing system upgrades or patches in the Oracle application; collaborates with Oracle Support Center to create new audit reports for payroll. Performs miscellaneous duties; tracks data, facilitates customer requests, and work with TFM-Ops management and OSC to improve system reporting for central and user departments.
- Collaborates with Human Resources and other County departments and agencies to troubleshoot payroll related issues and ensures compliance with County policies and procedures; collaborates with Human Resources compensation staff to provide information on County practices; reviews County policies and procedures, and reaches consensus on interpretation and communicates determinations to the department/agency. Trains County departments and agencies on County personnel policies as they affect compensation, FLSA, and KPERS/KP&F retirement systems; prepares and communicates training material and documentation to payroll staff and County departments; prepares training procedural documentation related to payroll.

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Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Associate's degree in Office Administration, Business, Accounting, or a related field and three (3) years of experience providing of progressively more responsible payroll processing experience, including experience auditing payroll transactions.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Fundamental Payroll Certification (FPC) and previous Public Sector experience are preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Lifting weight: 30lbs.

Late hours and working on holidays may be required depending on the payroll schedule.