

LINN COUNTY CLASSIFICATION

TITLE: HR/PAYROLL MANAGER

NUMBER: 019

APPROVAL ORDER NUMBER: 2023-301

PAY RANGE: 17

DATE: AUGUST 15, 2023

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves as the County's human resources (HR) and payroll system expert, managing all HR and payroll functions and activities to ensure accurate employee compensation and compliance with all laws and regulations. May deal with various accounting and human resources/benefits transactions, maintaining related records and preparing reports.

SUPERVISION RECEIVED: Works under the general direction of the Accounting Officer who outlines general objectives and reviews performance for program effectiveness.

SUPERVISION EXERCISED: Exercises supervision over all HR and payroll support staff, assigning and monitoring duties and work performance, selects or assists in the selection of new personnel, provides training and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Manage the monthly payroll production with input from each County office and department into the payroll system. Ensure the timely and accurate processing of payments, records, documents and reports. Review and verify payroll amounts and records for accuracy and coordinate with the Treasurer's Office to ensure bank deposits are in place for payroll payments.
2. Establish and maintain the HR/Payroll database to ensure accurate employee information for accountability and reporting requirements. Review source documents for compliance with labor/tax laws and regulations; County policies and budgets and union collective bargaining agreements (CBA). Coordinate with and monitor HR staff regarding the administration of employee benefits and associated regulations, guidelines and documentation.
3. Prepare, review and reconcile payments and reports for tax withholding, retirement contributions, workers' compensation, insurance plans, union dues, court orders, various vendors, etc. Ensure compliance with Federal and State tax payment and reporting requirements as needed on a monthly, quarterly and annual basis.
4. Serve as the County's Public Employee Retirement System (PERS) system administrator reporting all employee demographic, wage and service records on a monthly basis. Manage the Linn County payroll file layout, PERS EDX interface and coordinate changes as required by PERS.

5. Update, modify and maintain the data driven software components in the HR/Payroll module to ensure that the system integrity is maintained and the software logic produces payroll results that are verifiably accurate. Coordinate with the County's Information Technology Services personnel in the maintenance and enhancement of the software and other software programs.
6. Provide statistical information and reports to assist with union negotiations to include data development and analysis to evaluate proposal costs and impacts. Information and reports are also provided for budget analysis and development.
7. Provide training to office and department personnel relating to payroll procedures and time entry. Perform back-up functions as needed for the Accounting Office.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of accounting principles and practices as applied within government organizations. Detailed knowledge of complex financial management software systems, specifically the HR/payroll processes. Ability to use standard office equipment; make involved and varied computations rapidly and accurately; compile statistical data and compile necessary reports. Ability to effectively develop and supervise department personnel and to communicate effectively, both in writing and orally. Ability to establish and maintain cooperative work relations with other departments and public agencies.

EXPERIENCE AND TRAINING: Four years of responsible office experience to include at least two years of payroll and HR related supervisory work; Bachelor's Degree in Accounting, Business Administration or related field or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.