



## CLASS SPECIFICATION

**Class Title:** Payroll Administrator  
**Department:** Human Resources  
**FLSA:** Exempt  
**Merit:** Non-exempt

**Class Code:** 3310  
**Grade:** 23  
**Eff. Date:** 1/10/18  
**Revised:** 9/8/21

### GENERAL PURPOSE:

Under the direction of the Human Resources (HR) Deputy Director or designee, incumbent is responsible for the administration, development and processing which support the Davis County payroll system. Coordinates closely with the HR Benefits Administrator, HR staff, the Clerk/Auditor's Office and Information Services. Requires compliance with county, state and federal payroll policies, rules and regulations. Processes, monitors, and ensures accuracy of timekeeping systems, payroll & deduction records, time entry, leave tracking and exception resolution.

### EXAMPLE OF DUTIES:

1. Administers, audits, and processes time entry data to ensure accuracy and timeliness. Resolves complex issues and monitors other payroll related records such as retirement contributions, benefits, and taxes. Maintains accurate, timely and thorough records to ensure appropriate payroll contributions and deductions occur.
2. Provides expertise and ensures the accuracy of payroll data used to comply with Davis County reporting to federal, state and city governments, and other third party providers. Prepares and transmits periodic reporting to state agencies such as Department of Workforce Services. Supports the preparation of reports required by the Internal Revenue Service, Social Security Administration, Utah State Tax Commission and the Utah Retirement System.
3. Monitors the County's payroll process and assists County personnel involved in timekeeping. Trains personnel as necessary to ensure an accurate, secure and timely payroll process. Serves as the key time and attendance specialist with expertise in complex time tracking processes including public safety time reporting, benefits accrual, and ultimately, overall payroll processing functions. Serves as a subject matter expert for any system interfacing with the County's time and attendance payroll system.
4. Serves as the County's payroll expert and is a key advocate for payroll systems and needs, with various committees for the ongoing design, development, testing and implementation of payroll, financial and Human Resource automated systems. Involved in specifications for creation of software upgrades and enhancements.
5. Responsible for additional internal payroll related systems and processes which may include report generation, employee access portals, benefit specification, absence management and related inquiries.
6. Manages accurate entry and processing of Personnel Actions (PA's) including new hires, terminations, pay increases, reassignments, transfers, and other employee processes in the payroll system. Regularly assists HR staff with creating/generating PA's as necessary for completing employment actions.
7. Receives, calculates, and processes employee wage garnishment, assignments, and tax levies.

8. Researches and responds to payroll questions, both internal and external, with great customer service while complying with all HIPAA and privacy requirements. Supports the timely response to requests for employment verifications and periodic reports.
9. Provides minimal back-up support to the front desk in Human Resources. Is a key member of the Human Resources staff with the ability to give sound and reasoned advice and expertise to the County's leadership.
10. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**1. Education and Experience:**

Bachelor's degree in human resources, accounting or a closely related field, plus four (4) years of general accounting experience, two (2) of which must be in payroll operations and computerized payroll systems experience. Comparable experience may be substituted for education on a year-for-year basis.

**2. Special Qualification:**

May require successful completion of pre-employment criminal background and/or drug test.

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** timekeeping protocols, Fair Labor Standards Act (FLSA), ACA reporting requirements, budgetary requirements, IRS regulations, Utah Retirement System compliance, and database maintenance.

**Skill in:** professional and effective problem resolution; operating applicable computer hardware and software applications. Critical thinking skills and ability to solve complex problems are skills which are absolutely necessary for this position.

**Ability to:** properly handle sensitive information/records and maintain strict confidentiality; work well under stressful situations; effectively meet deadlines; coordinate multiple tasks efficiently; communicate and interact effectively both orally and in writing with supervisors, County employees and administrators, external auditors, other professionals and contractors. Demonstrates the ability to effectively analyze issues, develop alternatives and implement solutions.

**WORKING CONDITIONS:**

1. Light physical effort. Comfortable working conditions in office environment. Intermittent sitting, standing and walking.
2. Considerable exposure to stress as a result of stringent reporting deadlines and as a result of human behavior.



## CLASS SPECIFICATION

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 exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

### Approval Information

Date:	9/8/2021
Department Approval:	Ric Higbee
HR Generalist Approval:	Mindy Adams
Classification Approval:	Ric Higbee