

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ASSISTANT SUPERVISOR OF PAYROLL AND EMPLOYEE BENEFITS **GRADE:** 14

TITLE ABBREVIATION: ASST SUPV PAY AND EMP BENE **TITLE NO.:** 561040

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: FINANCE **DIVISION:**

SUPERVISOR'S TITLE: SUPERVISOR OF PAYROLL AND EMPLOYEE BENEFITS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Supervisor of Payroll and Employee Benefits, the incumbent of this class assists in the supervision of the County Payroll operations. Duties include overseeing the auditing, processing, distribution, and reconciliation of payroll, deductions, and garnishments in accordance with tax laws and Federal and State regulations. Responsibility involves the development and implementation of new methods and procedures for payroll reporting and auditing to ensure implementation of all rules, regulations, and laws affecting employee payrolls. Independent judgment is exercised within prescribed financial and administrative policies. Supervision is exercised over payroll staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the direction and coordination of staff involved in the preparation of the County payroll;

Supervises and trains staff in payroll auditing procedures, data entry and reconciliation;

Assists in the planning and implementation of new and more effective operating procedures;

Advises timekeepers in departments of correct procedures, explains methods and conducts training on new system, forms and procedures;

Interprets rules and regulations of social security, retirement, insurance, garnishments, deferred compensation and other deductions;

Assists Supervisor with New York State Retirement System membership reporting; develops new interfaces and new procedural processes as systems are updated;

Assists in the testing and implementation of elements and values associated with contractual changes, federal and state mandates, and quarterly and yearend reporting and reconciliation of payroll wages, taxes withheld, and payroll deductions;

Audits payrolls for proper application of social security and retirement laws and regulations, restrictions, administrative policies, and other laws as applicable;

Prepares reports and responds to correspondence as required;

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Uses computer applications or other automated systems such as database software, spreadsheets, word processing, e-mail software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of laws, rules, employee contractual agreements and regulations related to the preparation of payrolls; thorough knowledge of office terminology, procedures and equipment; good knowledge of computerized payroll systems and spreadsheet software; good knowledge of the practices and principles of payroll auditing; ability to prepare correspondence and reports; ability to understand and carry out complex oral and written directives; ability to deal effectively with employees and the public; ability to plan, schedule, coordinate and supervise the work of others; high degree of accuracy; initiative; resourcefulness; integrity; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Accounting, Business Administration, Finance or closely related field and two (2) years of experience in the preparation of payrolls and payroll reports which must have included the use of an automated payroll system, one (1) year of which must have been in a supervisory capacity; OR
- B) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and four (4) years of experience as described in (A) above, one (1) year of which must have been in a supervisory capacity.
- C) Graduation from high school or possession of an equivalency diploma and six (6) years of experience or its as described in (A) above, one (1) year of which must have been in a supervisory capacity; OR
- D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

ADOPTED: 7/10/2021 AT