

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PERSONNEL/PAYROLL COORDINATOR **GRADE:** 10

TITLE ABBREVIATION: PERS/PAY COORD **TITLE NO.:** 6634

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

DEPARTMENT: HUMAN RESOURCES

SUPERVISOR'S TITLE: DIRECTOR OF CIVIL SERVICE

DISTINGUISHING FEATURES OF THE CLASS: The work involves coordinating and maintaining the accuracy of the centralized, automated personnel records system including the efficient, timely processing of personnel/payroll changes and generation of related reports. The work also involves interaction with representatives of municipal agencies to advise them of procedures required to accomplish the above in accordance with Civil Service Law and Orange County Rules. Work is performed under general supervision of the Director of Civil Service, with latitude allowed for independent decisions within the area of defined policies and procedures. Direction is exercised over the work of clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responds to questions from municipal agencies, employees and the general public in the areas of Civil Service Law, Orange County Rules and policies etc. to promote submission of accurate personnel/payroll information;

Reviews personnel change (MSD) forms for accuracy and effects corrections as necessary; inputs data to the automated records system;

Trains **others** in the correct completion and processing of MSD forms and data entry into the municipal database system;

Coordinates the maintenance and upgrading of the automated personnel records systems;

Collaborates with information technology staff or consultants regarding the application and development of data base software systems;

Researches and produces information on seniority, retention, layoff, etc.;

Prepares regular and special personnel/payroll reports as required;

Coordinates the annual certification of municipal payrolls, including reviewing appointments, retirement registration numbers, hours worked, salary and titles of employees;

Prepares all MSD forms representing administrative actions, such as, jurisdictional changes, changes in classification, etc.;

Participates in meetings concerning business operations relating to personnel transactions, payroll submissions, Civil Service Law, Orange County Rules, etc;

Assigns and oversees the work of clerical support staff;

May assist with issuing certifications, establishment of eligible lists, and review certifications histories.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of Civil Service Law and Orange County Rules within the county government; good knowledge of the automated personnel/payroll system; good knowledge of county policies and procedures as they relate to personnel/payroll; computer skill operating standard business applications such as word processing, spreadsheets, e-mail, etc; ability to efficiently operate the automated personnel/payroll system; ability to establish good working relationships with other staff; ability to complete work within established time demands; ability to read and interpret complex written material; ability to communicate effectively both orally and in writing; ability to organize and prioritize work; accuracy; tact; dependability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) 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 two (2) years of work experience in a business or agency (over 25 employees) which shall have included automated personnel or payroll recordkeeping as a major responsibility; OR
- (B) Graduation from High School or possession of a high school equivalency diploma plus four (4) years of experience as defined above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).