



CLERK & COMPTROLLER, PALM BEACH COUNTY  
CLASS DESCRIPTION

CLASSIFICATION TITLE: PAYROLL SYSTEMS SPECIALIST, SENIOR

SHARON R. BOCK  
Clerk & Comptroller  
Palm Beach County

GENERAL DESCRIPTION OF DUTIES

Under general supervision, employees are responsible for taking a lead role in performing, coordinating, and supporting various advanced and specialized Payroll functions for the Board of County Commissioners, Palm Tran and Clerk & Comptroller, which may include areas of employee job data, benefits, payroll system analysis, payroll and employee job and benefits reports, payroll training and other payroll and accounting activities. Employees in this classification have specialized knowledge in payroll systems and payroll related Federal and State regulations. Employees are primarily responsible for Payroll Information System maintenance updates and testing, providing functional training to staff members, technical assistance to management, generating and creating various payroll management reports, and interfaces from Human Resource data to payroll system. Position is also responsible for verifying payroll system updates, assessing payroll pay policies and conducting various research projects.

SPECIFIC DUTIES AND RESPONSIBILITIES

**EXAMPLES OF ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Performs complex and high level duties and assignments requiring specialized knowledge

Acts as subject matter expert to system users by relating business/functional requirements to system capabilities; acts as a functional technical coordinator for large projects; acts as liaison to other county agencies, vendors and external entities as necessary

Assists in ensuring compliance with all applicable federal, state, and local laws, ordinances, resolutions, rules, regulations, policies, procedures and standards; initiates any actions necessary to correct deviations

Coordinates and assists bi-weekly payroll processing and reporting tasks requiring specialized knowledge payroll and time & attendance systems; compiles and analyzes results to ensure compliance and accuracy of system set up and testing

Assists with payroll staff training needs for both Clerk and County systems applicable to payroll processes

Maintains a comprehensive, current knowledge of applicable compliance with all applicable federal, state, and local laws, ordinances, resolutions, rules, regulations, pay policies, procedures and standards, union contracts, and PPM's; initiates any actions necessary to correct deviations

Maintains an awareness of new technologies, trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate

## SENIOR PAYROLL SYSTEMS SPECIALIST

Provides support for bi-weekly payroll, vendor payments, tax payments and monthly FRS reporting requirements; provides back-up County benefit processing

Audits and enters payroll related forms, such as W-4's, direct deposits, wage assignments, and other general deductions

Assists with updating and maintaining procedures and policies documentation for both County departments and Clerk & Comptroller payroll department

Coordinates with Clerk IT & HR and County HR & ISS payroll and time & attendance systems; performs maintenance updates, testing system and configuration changes for user acceptance to ensure data integrity; interfaces to other County systems and external vendors and reporting requirements

Develops and provides Ad-hoc payroll reports as requested or according to bi-weekly, monthly, or bi-annual schedules; updates/revises previously created reports; ensures data integrity of interface report from other County systems to the payroll system

Communicates with supervisor, employees, applicants, departments, technical staff, consultants, external agencies, the public and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Perform related duties as directed

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Human Resources Administration, Business Administration or related field, supplemented by three (3) years of recent and relevant experience that includes Human Resources Information System (HRIS) administration, general human resources administration, time and attendance systems, payroll systems, benefit systems, position control, pay plan administration, benefits administration; or an equivalent combination of education, training and experience.

