



CLASSIFICATION TITLE: Payroll Specialist	JOB NUMBER: 7102	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Finance Manager	PAY GRADE: 17	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs difficult administrative support work assisting in the planning, coordination and implementation of functions related to payroll administration; interacts with department supervisors/managers and employees by providing customer service and technical assistance requiring a thorough knowledge and understanding of payroll policies, procedures, practices and automated systems, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Manager ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Administers and maintains the City's automated payroll system and related payroll processes; ensures proper pay rates and individual payroll changes are processed into the payroll system accurately; prepares, processes and calculates a variety of payroll actions including wage garnishments, benefits withholding, overtime calculations and workers compensation time loss payments.
- Audits timesheets and other payroll records ensuring compliance with City policies, respective collective bargaining agreements and legal requirements
- Prepares periodic and annual documents and reports required by State, Federal and other agencies related to the City's employment and compensation activities; prepares reports and forwards payments of tax and benefit deductions to appropriate agencies and vendors.

- Prepares and maintains a variety of detailed and comprehensive records, reports and files; prepares and distributes written communications to employees, retirees, vendors, outside agencies, and other parties, including locating materials or documents as needed.
- Serves as liaison with other departments, State, and Federal agencies and benefit providers on matters related to salary and benefit payments and deductions; researches, responds to questions, and makes necessary corrections; provides information and services to other City departments and personnel, various outside agencies and organizations; explains programs, activities, policies and procedures within scope of authority; provides information of a general or limited technical nature.
- Maintains working relationship with union officials and adheres to terms of labor contracts by monitoring day-to-day implementation of policies concerning wages, hours and working conditions; provides support to management during union contract negotiations.
- Prepares and processes monthly payroll for LEOFF I Pension retirees; coordinates with the pension board secretary to verify changes, and ensures data is up to date and accurate; prepares associated reports as required.
- Handles confidential and sensitive matters relating to all aspects of payroll functions; assists with special projects, programs, audits or studies, exercises independent judgment in analyzing problems, issues and situations; assists in the development and implementation of solutions and actions.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Principles, practices and methodologies of payroll administration.
- Customer service techniques.
- Research methods, data collection and sampling techniques and statistical analysis.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Public speaking techniques.
- Technical aspects of payroll.

Skills and abilities to:

- Learn, interpret, apply and explain laws, codes, regulations, policies and procedures to assigned tasks.
- Assist with the development, implementation and day-to-day administration of payroll policies, procedures, programs and automated systems.
- Provide customer service and technical assistance to City's leadership team, employees, vendors, other agencies and the public.
- Establish, maintain and generate records and reports.
- Research and analyze data and information; develop, evaluate and present alternative recommendations.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

Valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED and three (3) years of experience providing administrative support and payroll administration, or equivalent combination of education and experience.

COMPETENCIES**Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

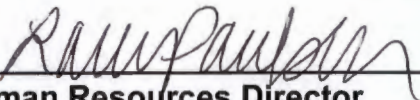
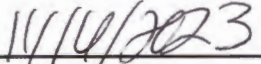
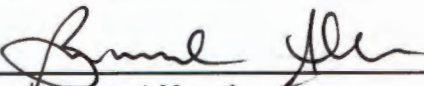
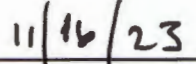
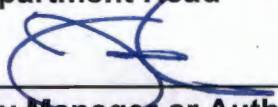
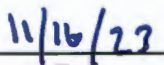
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires the regular and punctual attendance at the office or other assigned location; work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating machines; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date