

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	HRIS/Payroll Specialist	<b>BAND/LEVEL:</b>	Prof II
<b>DEPARTMENT:</b>	Human Resources	<b>JOB NO:</b>	4825
<b>DIVISION:</b>	Payroll, HRIS & Administration	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Manager, Payroll, HRIS & Administration	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> <u>XX</u>	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b> _____	<b>COST CENTER:</b> 192

**REPLACES:** HRIS/Payroll Specialist

**DATE:** 4/07

---

### **JOB SUMMARY STATEMENT:**

Functional lead in all human resources information system (HRIS) related issues. Coordinates, oversees and implements special projects for human resources information system (HRIS). Analyzes business processes, identifies alternatives, assesses costs vs. benefits, makes recommendations and implements appropriate solutions. Acts as the functional specialist in numerous HR areas to include payroll, FMLA, budget, finance, and desktop applications. Act as HRIS/PeopleSoft training administrator. Responsible for processing a minimum of four payrolls during the year, as well as processing payroll in the absence of payroll coordinator. Responsible for maintaining Peoplesoft security for Time and Labor. Develop and administer train-the-trainer program for PeopleSoft end user and self-service applications.

---

### **DUTIES AND RESPONSIBILITIES:**

1. Provides on-going HR/payroll functional support and serves as functional expert for all HRIS modules. Analyzes business processes through workflow analysis, identifies alternatives, assesses costs vs. benefits, makes recommendations, implements appropriate solutions, assesses effectiveness, and resolves production issues. Updates and maintains all internal tables and codes for HRIS system. Maintains security access and provides training and documentation for end users. Acts as custodian for HRIS/payroll documentation to ensure procedures, changes and upgrades are properly documented. Acts as liaison between the Human Resources and Information Technology (IT) Departments regarding HRIS. Act as HRIS/PeopleSoft training administrator for all HRIS modules.
2. Administers all aspects of employee self-service. Researches, designs, coordinates, implements and conducts training for employee self-service. Oversees the on-going development and upgrade of employee self-service.
3. Develops, designs, and prepares standard and non-standard reports that capture, extract and retain personnel and compensation data from HRIS using a report writing program. Ensures accuracy and integrity of the data. Assists end users with obtaining information electronically.
4. Assumes the duties of payroll coordinator in the preparation of payroll for a minimum of four pay cycles per year. Also assists the payroll coordinator with bi-weekly payroll preparations a minimum of six to eight times per year. Computes wages and overtime payments, payroll calculations, tax computations, check preparations, payroll reporting, and tax reporting. Ensures compliance with City policies, Fair Labor Standards Act (FLSA), and Internal Revenue Service (IRS) by auditing paid and unpaid work hours for all departments. Performs random audits of system computations of wage and differential pay. Crosschecks totals to ensure accuracy and balance. Assists with maintaining records of accrued vacation, sick leave, personal holidays, and other paid and non-paid leaves. Assists employees with payroll-related questions by researching data and responding in a timely and professional manner. Performs "what-If" calculations on payroll-related issues and advises employees on the net effect on their paycheck. Assists in creation and maintenance of payroll related standard operating procedures and policies. Responsible for conducting research on payroll related topics and making recommendations. Prepares special management reports by researching regulations, system operations and output. Obtains authorization to release pay related information to external agencies after review of City policies.
5. Oversees the monitoring of the Human Resources Department information on the Internet/Intranet. Reviews, researches, and analyzes requests for additions and changes to Internet/Intranet as submitted by human resources staff. Considers appropriate links and connections and directs the HR assistant in coordination between human resources and the person(s) responsible for maintaining/designing Internet/Intranet web pages. This may include but is not limited to: job vacancies; insurance and benefit information and enrollments; announcement of employee programs and services; employee surveys; and events sponsored by the Human Resources Department.

**Title:** HRIS/Payroll Specialist  
**Cost Center:** 192  
**Date:** 3/25/12  
**Page** 2

6. Conducts audits of payroll taxes for compliance with state and federal regulations. Drafts reports for the audit to ensure a high level of accuracy for reporting taxes. Provides costing information for City to receive reimbursement from grant programs and special funds and updates grant files.
7. Investigates problems, troubleshoots, and recommends corrective action on HR or payroll related issues. Prepares and gives presentations on various payroll and HRIS issues. Serves as product specialist for HR workgroup for the City Microsoft suite package. Answers questions, provides assistance, and recommends training as needed.
8. Verifies Family and Medical Leave requests are used in accordance with City policies and federal regulations. Processes Family and Medical Leave request forms. Maintains employee leave records and confidential medical information dealing with FMLA. Designs and develops reports upon request. Informs management of possible violations. Makes recommendations for improvement of the process as needed.
9. Trains and guides appropriate HR staff in various accounting functions such as reconciling and auditing payroll liability line items, Imprest Medical Plan 294, and monthly reconciliation and adjusting journal entries. Analyzes, designs, develops and implements a check and balance system to ensure good accounting practices and an audit trail.
10. Oversees Time and Labor PeopleSoft security for all city employees.
11. Coordinates, setup/develop, and maintain workflow applications in PeopleSoft.
12. Participates in special projects and performs special assignments as needed.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks; where applicable.

---

## GENERAL QUALIFICATIONS

---

### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Bachelor's degree in business administration, personnel management, or a related field of study; or an equivalent combination of work experience and formal education.

### **EXPERIENCE:**

Five years experience in HRIS/payroll systems with preference for experience in using PeopleSoft applications. Must also be familiar in developing ad hoc reports using a report writer such as Crystal Reports. Must have entry-level programming experience in Query/SQL. Five years working knowledge of complex automated payroll system and accounting and record keeping experience, and two years experience with state and federal tax reporting procedures, or equivalent levels of experience.

### **SKILLS:**

1. Working knowledge of windows-based database, presentation, spreadsheet and word-processing software applications.
2. Phone skills.
3. Analytical skills
4. Attention to detail
5. Good oral and written communication skills.
6. Basic mathematical and accounting skills.
7. Budget related skills.
8. Good listening skills.

**Title:** HRIS/Payroll Specialist  
**Cost Center:** 192  
**Date:** 3/25/12  
**Page** 3

9. Project management and organizational skills.
10. Time management skills.
11. Report generation skills.
12. Human relations/interpersonal skills
13. Facilitation skills.
14. Presentation skills.
15. Problem solving.
16. Knowledge of PeopleSoft HRIS software system. Must be able to write queries to extract and report data in a useable format.
17. Knowledge of PeopleSoft table set-up and security system

**MENTAL REQUIREMENTS:**

1. Ability to read and comprehend state and federal regulations.
2. Ability to understand technical on-line payroll system.
3. Ability to understand accounting and payroll concepts.
4. Ability to recognize and protect confidential data.
5. Ability to analyze problems and recommend solutions.
6. Ability to interpret city policies and use discretion in extending access to information.
7. Ability to train and guide others.
8. Alpha and numeric recognition.
9. Ability to work in an environment with constant interruptions.
10. Ability to compose letters, reports, and other documents.
11. Ability to exhibit diplomacy and judgment.
12. Ability to carry out assignments through oral and written instructions.
13. Ability to comprehend relational database principles.
14. Ability to learn and understand PC software applications.
15. Abstract and logical reasoning.
16. Ability to meet deadlines.
17. Ability to prioritize multiple tasks.
18. Ability to work independently.

**PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls.
2. Ability to distinguish colors
3. Ability to sit at computer terminal for extended period to time.
4. Hand and eye coordination adequate to input data into computer and operate adding machine, typewriter, calculator, copier, and sealer.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**