

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Manager, Payroll, HRIS & Administration	BAND/LEVEL:	Mgmt III
DEPARTMENT:	Human Resources	JOB NO:	1310
DIVISION:	Payroll, HRIS & Administration	DATE:	3/25/12
REPORTS TO:	Chief Human Resources Officer	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 192

REPLACES: Manager, Payroll, Retirement Plans & HRIS

DATE: 1/06

JOB SUMMARY STATEMENT:

Manages City Payroll & HRIS Division. Responsible for guidance, coordination, and administration of payroll, human resources information system (HRIS), and centralized personnel records. Administers a variety of department-wide administrative functions and initiatives which include budget analysis and review; supply purchasing program; fixed-asset management; performance measurement initiatives; and customer service/feedback initiatives.

DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates, and manages activities of subordinates in payroll process, HRIS functions, and records retention. Assigns duties, evaluates performance, plans for training, plans for special projects, and sets priorities.
2. Responsible for all payroll tax activities and payments of wages and taxable fringe benefits, including compliance with state and federal regulations. Monitors reports on value of fringe benefits. Reviews all employee educational reimbursements and moving expenses and authorizes those payments that are considered taxable.
3. Researches, develops, recommends, and implements strategies for improving the department's use of the human resources information system (HRIS). Explores new ways of utilizing technology to deliver HR services to both internal and external customers. Coordinates those projects which deal with automation, self-service, workflow, etc.
4. Responsible for coordinating the filing, maintenance, retention, and general upkeep of the department's centralized filing system. Monitors policies and procedures to ensure all filing regulations are being met in accordance with applicable rules.
5. Assists with and is responsible for budget research, preparation, and administration for overall department budget. Prepares figures, exhibits and accessory reports, researches historical budget data, allocates funds, identifies areas of improvement, authorizes certain expenditures, monitors individual line items and monitors funds reports for accuracy.
6. Administers department's customer service/feedback and performance measurement initiatives. Plans, develops processes and tools, implements, measures and analyzes strategies. Directs and coordinates activities or procedures to accomplish the goals and objectives of the initiative or program for the department.
7. Administers department's supply purchasing program and fixed-asset management.
8. Directs, coordinates, and handles miscellaneous and special projects as assigned by the chief human resources officer, or as needed. Acts as liaison, serves on committees, performs research, and coordinates projects.
9. Conducts internal audits of payroll and benefit programs for compliance with state and federal regulations. Checks output and reports and reconciles liability payments. Conducts random audits of employee card reports.
10. Prepares special reports for management as well as for state and federal agencies. Researches payroll and benefit records and various other data. Provides support to other HR department personnel as required.

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11. Promotes the Human Resources Department as an employee service center. Provides information and assistance in a timely, efficient, and friendly manner to both past and present employees. Uses knowledge and resources available to educate employees about benefits and services provided by the City.
12. 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 whom interaction is required to accomplish work and employer goals.
13. 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 accounting, business, finance, or taxation, or an equivalent combination of education and experience.

EXPERIENCE:

6 to 8 years of experience in the area(s) of payroll management, payroll accounting, and personnel management with an additional 2-3 years experience in human resources information systems, or an equivalent level of experience.

SKILLS:

1. PC skills.
2. Phone skills.
3. Good oral and written communication skills.
4. Analytical skills.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend state and federal payroll and benefit regulations.
2. Ability to apply accounting principles.
3. Math aptitude.
4. Ability to recognize and protect confidential information.
5. Ability to train and guide others
6. Ability to analyze complex problems and recommend possible solutions.
7. Ability to evaluate human resource programs and recommends changes to meet specified goals.
8. Diplomacy and judgment.

PHYSICAL REQUIREMENTS:

1. Ability to place and receive phone calls.
2. Hand and eye coordination adequate to input computer and operate adding machine, typewriter, and calculator.
3. Ability to meet with and counsel employees.
4. Ability to attend/conduct meetings and be attentive for extended periods of time.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct - Payroll Coordinator
- HRIS Payroll Specialist

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- Records Technician

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.