

Los Alamos County

Job Description and Classification



LOS ALAMOS

JOB TITLE: Payroll & Administrative Specialist /
Sr. Payroll & Administrative Specialist
JOB CODE: 909, 910
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: Various
SUPERVISOR: Department Head or Designee

Position Summary:

Under the general supervision of the Department Head or designee, performs a variety of complex, analytical and technical duties in support of error-free time records related to payroll processing and advanced scheduling for a specified division, along with other business-specific administrative duties. Serves as the department's liaison in coordination with Finance/Payroll/Human Resources staff and subject matter expert on departmental payroll requirements and scheduling needs in accordance with personnel rules and other agreements, laws, policies, and procedures. Performs business administrative tasks including purchasing, contract management, budget review, and accounts payable. Resolves administrative problems and inquiries; composes, edits, and proofreads correspondence and reports, performs program appraisals and data analysis, and prepares a range of administrative documents. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.

Essential Duties and Responsibilities:

- Oversees and coordinates the production of all biweekly payrolls within department; manages the development, implementation, and administration of division records systems and procedures; audits, monitors, and ensures quality control in the data entry of all payroll and timekeeping records onto the enterprise resource planning system. Ensuring compliance with the Fair Labor Standards Act (FLSA) and the 7K Public Safety Exemption.
- Performs internal payroll audits in adherence with payroll specified deadlines each pay period end and serves as the department subject matter expert in conjunction with Finance/Payroll for the annual year end audit in relation to payroll test work.
- Acts as key payroll liaison for the department for all payroll related questions and tracking and reporting of time, leaves, and other related matters between department staff and Finance/Payroll/Human Resources as necessary.
- Configures and modifies schedules and ensures accuracy of timesheet information entered payroll system.
- Calculates, audits, processes, enters, and reconciles bi-weekly timecards in system in accordance with proper pay schedules, overtime, leave, and other specialty pay guidelines and rules.
- Maintains, tests, and administers policies and procedures with the use of an electronic timekeeping and/or advanced scheduling software system to produce accurate and timely payroll records; ensures compliance with all applicable state and federal wage and hour laws.

- Reconciles employee hours paid against actual hours worked; performs internal audits of paystubs to sample completeness and accuracy of pay; troubleshoots and assists with analyses of identified pay issues; and serves as primary point of contact for departmental pay inquiries.
- Notifies management and Finance/Payroll/Human Resources of any issues and recommends appropriate solutions.
- Trains and monitors division staff on payroll and timekeeping matters to ensure compliance to policy; assists in training, and setup of timekeeping system.
- Participates in testing of upgrades to payroll and timekeeping systems.
- Coordinates and performs a range of administrative and/or operational support activities for the department/division; serves as a liaison with other divisions and operating departments in day-to-day administrative operations.
- Provides record maintenance in various word-processing, spreadsheets, and database software in a Windows environment.
- Assists with fiscal administration for the department/division, including but not limited to budgets, funding, contracts, payroll, employment, travel, inventory, and/or purchasing; may assist with fiscal planning and budget preparation.
- Frequently organizes events or serves as liaison for special programs or projects for the department/division.
- Assists in the development of specific program goals and methodology for tracking progress, monitors compliance and provides feedback.
- Establishes, maintains, and updates files, databases, records, and/or other documents under established record keeping principles; develops and maintains data, and performs routine and more complex analyses and calculations in the processing of data for recurring internal or external reports.
- Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Maintains confidentiality of all privileged information.
- May lead or supervise other support staff.
- Performs other duties as required.
- May serve as primary administrative and operational liaison with internal and external department/agencies, boards, or commissions.
- May handle and resolve non-standard or more complex inquiries, issues, and matters.
- May serve as record management liaison within the work unit.
- Coordinate and performs program appraisals to determine effectiveness and alignment with mission and resources.
- May research information, compile statistics, and gather and compute various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources as requested.

Minimum Qualifications:

- Associates Degree in Business Administration, Accounting, or other related field or equivalent combination of work experience.
- Four years' business or administrative experience such as preparing correspondence, reports, agendas, scheduling and calendaring, customer service, managing departmental purchasing, contracts, budget, and accounts payable to include at least two years of experience in payroll processing/administration or electronic time-keeping administration/advanced scheduling.

- Successful completion of FLSA 7K Public Safety Exemption training within one year of employment.
- This position does not require security clearance; however, it will hold a LANL uncleared badge which requires issuance of an Uncleared Personal Identification Verification (UPIV credential) and compliance with annual security education requirements.
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Additional Minimum Qualifications for Sr. Payroll & Administrative Specialist:

- 1 Year Experience working with Collective Bargaining Agreements.
- Professional Certification Course (CPP, FPC, IMPA-HR, NPELRA, HRCI, NPELRA)
- Successful completion of either of the following course areas within six months of employment:
 - Governmental Accounting - minimum of 8 Continuing Professional Education Hours.
 - Payroll Courses in timekeeping, payroll accounting, federal reporting and compliance, or deductions and taxes – minimum of 12 hours Continuing Professional Education Hours.

Preferred Qualifications:

- Experience using advanced scheduling methods for Public Safety or other shift work schedules.
- Experience applying Fair Labor Standards Act (FLSA) rules to scheduling/payroll.
- Experience working with Collective Bargaining Agreements.
- Experience in processing payroll and/or administrative tasks within an ERP System.
- Valid New Mexico driver's license.

Knowledge, Skills, and Abilities:

- Knowledge of business English, proper spelling, grammar, punctuation, and professional writing style.
- Knowledge of modern office practices and procedures, standard office, and accounting equipment.
- Knowledge of customer service practices and techniques.
- Knowledge of quality assurance standards and practices.
- Knowledge of and ability to apply performance measures.
- Knowledge of payroll practices and procedures.
- Knowledge and understanding of all facets of payroll principles, methods, systems, and procedures as applied to public institutions.
- Knowledge of payroll tax regulations.
- Knowledge of the payroll aspects of employee benefits policies, procedures, and reporting requirements.
- Knowledge of relevant payroll, employment, regulations, and operating guidelines.
- Skill in records management maintenance.
- Skill in diagnosing and resolving systems problems.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in reconciling, auditing, and verifying payroll, financial and accounting data.
- Ability to apply FLSA and other applicable laws, rules, and regulations to administrative and payroll duties.
- Ability to communicate effectively, both verbally and in writing.

- Ability to solve complex problems with strong analytical, evaluative, and objective critical thinking skills.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to prepare routine accounting and administrative paperwork.
- Ability to use good judgment to analyze and solve problems.
- Ability to utilize, test and analyze computerized information systems used in financial and/or accounting applications.
- Ability to make sound administrative/procedural decisions and judgments.
- Ability to gather data, compile analytical information, and prepare routine reports.
- Ability to reconcile payroll timecards and records.
- Ability to utilize and manage automated payroll, timekeeping, scheduling and/or ERP systems.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in a professional office environment with a moderate noise level. This position routinely uses standard office equipment such as computers, phones, and photocopiers. Evening, holiday, and weekend work outside of normal business hours may be required.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Satisfactorily complete and maintain compliance with all required training.
- Work well with others and participate fully in a team-oriented environment.
- Interface with other employees and customers in a courteous and respectful manner.
- Project positive support of their department and all county organizations.
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

County Manager: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Created: 3/20/2020

Reviewed:

Revised: 3/28/2024