

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA - ADDENDUM
FEBRUARY 1, 2024

Committee Members: *Wild, Driscoll, Merlino, Maday, Bean, Etu and Thomas - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

I. Action Agenda

1) Request from the County Treasurer

Request to amend the Table of Organization and Salary Schedule to create the new position of Payroll Technician - Temp, *Annual Salary \$27.03/hour*, effective February 19, 2024.

II. Privilege of the Floor/Public Comment

III. Motion to adjourn

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Treasurer****DATE: January 24, 2024**

- (a) Title of Requested Position: **Payroll Technician - Temp**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$27.03/hour**
- (c) Effective Date for New Position*: **February 16, 2024**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
None
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
A.1325 110 - Salaries - Full Time
- (f) Is a Budget Transfer needed? YES NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

PAYROLL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position is primarily responsible for the receipt and processing of information required to prepare payrolls, and also involves responsibility for performing a variety of other payroll-related tasks. Routine tasks involve performance of standard account-keeping practices in maintaining and verifying accounts and records. The work is performed under the general supervision of the Payroll Supervisor with the employee being expected to independently perform most duties, referring only difficult or unusual problems to the supervisor. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Receives balances and audits payroll records;
 Applies various contract provisions calculating paid and fringe time;
 Processes data for either computer or other records; Inputs payroll data, edits, and troubleshoots payroll runs;
 Prints, sorts and distributes payroll checks; Processes and issues statements of earnings and deductions;
 Issues and records adjustments to payroll;
 Prepares and processes payroll deductions by forwarding appropriate reports and payments for deductions such as child support, garnishments, union dues, insurance, charity contributions, etc.;
 Processes payroll record changes such as health insurance, benefit changes, etc.;
 Prepares reports related to payroll, such as social security, W-2, retirement, health insurance, etc.;
 Reviews a variety of documents such as claim forms, vouchers, bills, to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
 Verifies all calculations and codes on documents; Posts figures to appropriate accounts, verifying all data entered;
 Receives cash payments, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate account ledgers;
 Contacts departments, employees, vendors, etc. to obtain additional information as necessary;
 Provides routine information orally or in writing in response to inquiries or financial records;
 Files and maintains all related records as related to processing of payrolls, invoices, vouchers, bills and/or correspondence;
 Maintains a working knowledge of laws as pertains to all aspects of payroll processes.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of methods used in maintaining and processing payroll accounts and records;
 Good knowledge of methods used in keeping and checking financial accounts and records, including financial computer software;
 Good knowledge of the various benefit plans offered by a municipality including benefit limits, eligibility criteria, administrative and procedural requirements;
 Good knowledge of municipal regulations, agreements, policies and procedures that affect benefit programs;
 Good knowledge of office terminology, procedures & equipment;
 Working knowledge of the Social Security System and the NYS Retirement Systems;
 Ability to accurately perform complex arithmetic computations;
 Ability to organize and maintain accurate records and files; Ability to analyze data to produce records and reports;
 Ability to follow complex verbal and/or written instructions;
 Ability to communicate effectively both verbally and in writing;
 Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;
 Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS: Either:

- A) Associate's degree in Business Administration/Accounting or a closely related field **AND** a minimum of two (2) years of experience involving the processing of large firm or municipal payroll; or
- B) Graduation from high school or possession of a high school equivalency diploma **AND** a minimum of four (4) years of experience involving the processing of large firm or municipal payroll.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.