**Class Summary**

The responsibilities of this classification include verifying, processing, and reconciling employee pay and payment for outside vendors. Work includes ensuring all data is accurate for a timely payroll production in compliance with federal, state and local laws, regulations, collective bargaining agreements and ordinances. Incumbents analyze and validate complex payroll data submitted, acting as a liaison between staff in departments, Human Resources Division, and the Finance and Business Operations Division benefits and functional groups.

**Distinguishing Characteristics**

This is a single level classification. Incumbents in this classification are located in the central payroll office. Under minimal supervision, incumbents make technical decisions requiring interpretation of data, facts, procedures, policy and the law. Incumbents provide training and assistance to department payroll contacts and act as point of escalation for internal and external customers. Work is performed independently under strict deadlines.

**Examples of Duties**

1. Review, analyze and verify data for accuracy; audit hours, earnings, taxes, and deductions. Research, evaluate and apply rules and labor contract language to ensure adherence to established pay standards in conjunction with state and federal regulations; verify changes of salaries and hourly rates for retro payments; verify gross earnings amounts with attention to specifics such as FLSA calculations, special duty, workers compensation, medical leave, military leave, and jury duty.
2. Review, audit and process education reimbursements as well as BOW payments.
3. Coordinate, assist with, and monitor timely entry of payroll data by department payroll contacts within strict guidelines and deadlines; produce various reports for verification; enter, approve and finalize all adjustments.
4. Conduct and participate in training sessions; provide payroll expertise, procedural instruction, and advice to department payroll contacts and employees regarding employee self-service; answer questions, resolve complaints. Explain union contract provisions, state and federal regulations, and policies and procedures related to employee pay, deductions and taxes.
5. Audit payroll system output such as payroll registers, payroll error message report and deductions reports for errors and out of balance conditions. Review, analyze and make necessary changes to payroll transactions; determine necessary corrections to employee’s earning records; translate, code, and enter payroll data.
6. Administer employee garnishment orders and federal tax levies, within state and federal compliance standards; update employee W-4 tax withholding; set up and verify other employee deductions for accuracy; initiate employee direct deposit and maintain banking information.
7. Prepare off-cycle checks, including those that require special processing for payouts or correction of hours, applying appropriate overtime rules, deductions, benefits, and accruals.
8. Report payroll processing and system issues; work with functional staff to identify system errors and recommend solutions; test system changes.
9. Develop, review and update written documentation for all payroll processes and procedures. Maintain process documentation, validating policies and procedures against state and federal payroll laws and regulations.
10. Maintain contract files in order to provide immediate audit accountability, such as garnishments direct deposits, W-4’s, etc.
11. Identify, recommend, and implement process improvements. Lead meetings and participate in cross functional teams to resolve process concerns and develop new processes.
12. Ensure quality control for managing pay files prior to printing and printing pay advices.
13. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of payroll production, processes and procedures

Knowledge of FICA, FIT, payroll and tax applications, including appropriate federal, state, and local laws, regulations, and ordinances

Ability to analyze and interpret data, union contracts, regulations and laws

Skill in performing mathematical calculations

Skill in analytical thinking, problem solving, and conflict-resolution

Skill in organizing and prioritizing a high volume workload with strict deadlines

Skill in communicating effectively in person, in writing and on the telephone

Excellent customer service skills, including handling sensitive/difficult issues with tact and patience

Ability to initiate and maintain a strong working relationship with colleagues at all levels

Ability to operate office equipment required for the position

Ability to effectively and professionally present information one-on-one or in a group setting

Knowledge of process improvement practices

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Associate’s degree in Accounting, Business Administration, or related field and three (3) years payroll experience in a large organization (3,000+ employees) in a union environment

Or any combination of experience/education/training that provides the required knowledge, skills and abilities to perform the work

**Licensing, Certification and Other Requirements**

Fundamentals of Payroll and Certified Payroll Professional certifications preferred

Ability to meet the requirements of essential personnel as outlined in the King County Continuity of Operations Plan and Annexes.

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Career Service |
| **EEO Code** | 6 |
| **Levels within same series** | None |
| **Class History** | Created 07/2015 |