

PROGRAM SPECIALIST (PAYROLL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position is administratively responsible for planning, coordinating and supervising the operations and activities of a departmental payroll section. The position also involves working on the various pay plans and differentials, distribution of checks, vacancy control procedures and the annual budget process. Supervision is exercised over subordinate payroll and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises, coordinates and prepares time and attendance changes, supplemental and overtime time and attendance, salary increases, promotions, increments, resignations, terminations, changes in retirement rates, insurance rates, maintenance and differentials respective to the various contracts in a department;

Assists in planning and implementing new and more effective operating procedures in the payroll section;

Responds and verifies Workmen's Compensation and Unemployment Bureau requests;

Notifies personnel of employee's jury duty and leaves without pay;

Participates in the vacancy control procedures to verify the availability of funding for positions;

Computes lump sum payments, audits out of title guarantee and sick leaves at half pay;

Plans and supervises the maintenance and status of all the budget lines of a department for a current projection of the divisions budget, various reports and as a control measure;

Answers inquiries concerning personnel and payroll procedures;

Maintains daily contact with department heads and administrators within respective department, as well as the County Budget Office, and Departments of Finance and Human Resources;

Implements payroll and personnel changes as mandated by union contracts, board acts, etc.;

Assists in the preparation of the department's annual budget;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed;

Oversees the distribution of employee's paychecks.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern payroll and office procedures; good knowledge of methods used in keeping financial records; good knowledge of business arithmetic and English; good knowledge of the practices and principles of payroll auditing; working knowledge of the Westchester County Personnel Rules and Procedures; ability to make accurate computations; ability to maintain and establish effective working relationships; ability to communicate effectively, both verbally and in writing; ability to comprehend verbal and written directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; tact; initiative; resourcefulness; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school diploma or equivalency and six years of general office experience, three years of which must have involved the processing of personnel or payroll records and supporting papers in a computerized system for at least two hundred employees, one year of which must have been in a supervisory capacity, and one year of which must have been in a public agency.

SUBSTITUTIONS: Satisfactory completion of 30 credits* at a recognized or accredited college or university may be substituted on a year for year basis for the above required general experience for up to four years. There is no substitute for one year of supervisory experience or the one year of experience in a public agency.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.