

PAYROLL AND EMPLOYEE SERVICES ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is specialized payroll and personnel work involving responsibility for supporting a variety of day-to-day activities related to the payroll and/or personnel functions in a County Department. The work is performed under the direction of a payroll or personnel professional, and work guidance (e.g., lead work) may be provided to a small staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides information to employees regarding payroll and personnel matters including salary information, deduction and tax information, fringe benefits, policies and procedures, etc.;

Coordinates and participates in bi-weekly Time and Labor activities (e.g., leave accruals, retirement reporting, etc.);

Acts as a liaison to ensure accuracy of time sheet entries and compliance with payroll related provisions of labor contracts;

Reviews employee data change forms and establishes employee profiles in payroll system;

Prepares a variety of reports relating to payroll and personnel matters;

Reviews and analyzes bi-weekly payroll, ensuring that deductions, wages and withholdings have been processed;

Maintains and updates payroll records;

Assists in a variety of payroll and personnel related matters by gathering information (e.g., retirement reporting, payroll processing, retroactive contract payments), providing input, running reports, identifying and correcting errors, etc.;

Performs special assignments and payroll and personnel related projects as necessary.

May coordinate and participate in basic staffing related activities (e.g., job postings, vacancy releases, application processing).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of personnel and payroll principles and practices, procedures and applicable laws; good knowledge of the County's automated payroll system*; working knowledge of New York State Civil Service law*; ability to understand and interpret labor contract provisions, memoranda, written material, etc.; ability to communicate effectively, both orally and in writing; ability to prepare written material; ability to maintain a variety of payroll records; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS:

1. An Associate's degree and three (3) years of responsible business experience**, responsible clerical experience *** or supervisory experience involving payroll and/or personnel duties as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or
2. A Bachelor's degree or higher and one (1) year of responsible business experience**, responsible clerical experience*** or supervisory experience involving payroll and/or personnel duties as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience).

(over)

NOTE: Graduation from high school or possession of an equivalency diploma plus additional years of the required responsible business experience**, responsible clerical experience*** or supervisory experience involving payroll and/or personnel duties as a major function of the work may be substituted for the college degree on a year for year basis.

*To be demonstrated during the probationary period.

**Responsible business experience shall be defined as work in a business setting that involves independent decision-making with important/significant consequences (e.g., establishing criteria for processes and products, hiring decisions, writing policies, managing or owning a small business), evaluating and acting on or making effective recommendations to act, determining priorities, supervising others, and completing work assignments in a generally independent manner.

***Responsible clerical experience shall be defined as clerical work that consists of moderately complex clerical duties (e.g., developing filing systems rather than simply maintaining file systems). The work generally involves limited independent decision-making (e.g., selects appropriate steps and procedures based upon pre-established guidelines) and some judgment (e.g., uses limited judgment identifying and selecting the most appropriate guideline or procedure to use for a task). The work may also include answering moderately difficult questions related to clerical processes and the general "mission" or procedures of a small office, the exchange of moderately difficult information, basic account-keeping duties and basic receptionist responsibilities.

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Competitive

11.27.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.