

Job Description

Job Title: Payroll Support I

Job Code: 900770

Job Family: Administrative

Pay Grade: JC.14.14

FLSA: Non-Exempt

EEO: Office-Clerical

Department/Agency: Countywide

Position Number(s):

Recommended Position Title(s): Payroll Practitioner

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Reviews and processes employee data received via supporting documentation; determines if further documentation is required and contacts appropriate individuals to secure said documentation; determines if the requested transaction is appropriate, may approve, return for correction, override or reject transactions; resolves discrepancies, with minimal supervision, through research and collaboration with others. Runs Oracle HR processing jobs, completes quality assurance checks on data output, and submits reports. Runs and submits new hire reporting each pay period to the State; submits files to the Social Security Verification system and completes the annual US Census Bureau Survey; maintains complete confidentiality of all information.
- Processes payroll for Johnson County Park and Rec; audits resulting reports to identify pay issues and collaborates with PRK to resolve; prepares and processes prepayments, archive, check writer, NACHA and NACHA transmission.
- Conducts testing in Oracle on upgrades and patches; identifies and reports system errors/exceptions; collaborates, assists and guides the Department of Human Resources on employee and position related transaction types depending on desired outcome; and any other Oracle processing issues that arise. Assists in training and guiding Personnel/Payroll Representatives and other staff at the department/agency level in HR policies and procedures along with TFM – Ops business processes and Self-Service Human Resources (SSHR) functionality; assists in preparing HR-related business process and user training documentation; assists supervisor, TFM-Ops management and Human Resources in planning and scheduling year-end salary transactions. Attends, participates in and acts as subject matter expert in the HR/PPR User group meeting and departmental staff meetings.
- Generates standard reports and requests custom reports in order to validate data in Oracle; researches and resolves issues once identified; ensures accuracy of the position database; maintains the Work Comp, Grade and Location tables in Oracle ensuring data is up-to-date and accurate; enters earnings policies for Johnson County employees; runs the auto generation process every pay period for Johnson County and Park and Rec.
- Performs miscellaneous duties; tracks data, facilitates customer requests, and work with TFM-Ops management and OSC to improve system reporting for central and user departments; perform other duties as assigned.

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Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High school diploma or equivalent and two (2) years of experience providing payroll support.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Associate's degree in Office Administration, Business, Accounting, or a related field and previous Oracle payroll transaction processing are preferred.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
 Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Lifting weight: 30lbs.