

PAYROLL AND RECORDS SUPERVISOR

CODES/PAY RANGE

Class Code: 1501

EEO Code: E

Pay Range: 211

MAJOR FUNCTION

Responsible supervisory work overseeing all aspects of payroll, benefits and related records in a centralized personnel office.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises the processing of all personnel transactions which include new hires, promotions, employee deductions, changes in pay and termination.

Supervises the data entry of all insurance codes for new hires, changes and COBRA. Insures premiums are paid. Audits insurance invoices.

Supervises the coordination of COBRA coverage as prescribed by Federal law. Oversees court ordered child support checks for County employees. Counsels employees on benefits.

Implements the county fringe benefit programs. Is the county liaison with outside insurance companies and employees. Answers questions on county benefit programs and laws covering payroll. Processes all retirement applications and forwards to the Florida State Retirement System.

Troubleshoots problems with payroll software and the payroll process. Works closely with Information Services and Accounting. Maintains computer software tables for payroll.

Supervises the creation and maintenance of employee files, including purging files and archiving same.

Processes unemployment claims. Keeps informed on all legislation affecting payroll, taxes, insurance and records.

Coordinates general information and dissemination of benefit programs including changes, additions, and deletions through workshops and handouts.

Maintains integrity and security of employee personnel files.

(Payroll & Records Supervisor continued)

Prepares reports from main data base as required.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of mainframe computer system. Knowledge of the principles and practices of payroll records. Knowledge of Florida State Retirement System. Knowledge of personnel records and the Florida Public Records Law. Knowledge of employee benefit programs including insurance, deferred compensation and flexible benefits.

Ability to supervise and train subordinate employees. Ability to disseminate information to affected employees in an efficient working relationship. Ability to read and understand insurance documents, retirement bulletins and applicative tax information. Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED, and five (5) years of progressively responsible experience in a personnel or payroll office, one year of which at a supervisory level. Knowledge of employee benefits desirable.

Experience should include familiarity with a mainframe or personal computer, exposure to insurance and accounting.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk. Finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional materials, ordinances and statutes, and legal documents. Ability to perform advanced mathematical functions including statistics, fractions, ratio. Ability to write compound and complex letters, reports, summaries. Ability to speak publicly.

Revised 10/94