



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **SENIOR ASSISTANT PAYROLL SYSTEMS SPECIALIST**
Jurisdictional Class: Competitive
Civil Division: All Civil Divisions
Adoption: CSM 12/20/22
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for benefit administration and backing up the Payroll Systems Specialist providing assistance with all payroll processing. The Senior Payroll Services Specialist assists with the administration of computer operations related to payroll, fringe benefits, and deductions including financial reporting and statistical data maintenance. The position requires the incumbent to collaborate with and provide direction to employees, department heads, and retirees on a variety of benefit issues. The work entails a high degree of accuracy, attention to detail, and computer skills. Work is performed under the general supervision with wide leeway allowed for the exercise of independent judgment. This position may supervise other clerical staff on occasion. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in all payroll functions, including preparation of required data for the processing of payroll, verification of computer reports, and salary deductions both mandated and voluntary;
Assists and participates in the administration of the agency's payroll systems;
Works with accounting and payroll software vendors to resolve issues and problems concerning the software;
Works closely with Human Resources / Civil Service Department to ensure accurate recording of positions in the software system for interfacing with the agency's control system;
Assists in the preparation of a variety of financial reports, wages, and statistics for negotiations;
Assists in the reconciliation and preparation of W-2's, quarterly and annual federal and state tax reporting and other reports and actions affecting payment of personnel and payroll history of employees;
Assists in the payment of payroll taxes (IRS and NYS Department of Taxation and Finance), payment of mandatory and voluntary deductions and preparation of any associated report and implementation of garnishment of wages;
Audits payroll records submitted by departments for payment;
Trains employees in departments to ensure effective usage of the software for payroll, leave accrual and related tracking;
Answers telephone and manages written requests from employees concerning payroll related personnel matters;
Verify accuracy of insurance premium deductions from employee payroll
Review medical insurance and retiree insurance premium billing for payment and posts and pays health, dental and vision claims and administrative fees;
Process quarterly reimbursements for Medicare Part B and other regular postings of claims or any checks for refunds.
Determines eligibility for employee health, dental, and vision programs;
Responds to telephone and written inquiries from providers, employees, and plan administrators on eligibility criteria, benefit provisions, and claims handling and procedures;
Interprets and complies with various union agreements as they pertain to the benefit programs;
Meets with groups of employees and retirees to advise them on various benefit programs and procedure, involving new employee orientation and annual open enrollment;
Processes terminations for employees. Determines and advises of COBRA rights and enrolls members into the program under COBRA continuation.

TYPICAL WORK ACTIVITIES: (Illustrative Only) (continued...)

Prepares periodic reports related to personnel for workers' compensation, unemployment insurance, retirement or other requests received on the behalf of employees for payroll data;
Provides the Director of Finance and other staff with a variety of support as necessary;
Manages and coordinates the processing of insurance changes for employees and retirees;
May assist in billing and other duties as related or assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping and checking financial/payroll accounts and records, including financial/payroll computer software;
Good knowledge of rules, regulations, and eligibility criteria of the employee benefits programs;
Good knowledge of the various federal, state, and local laws and mandates as they pertain to the employee benefit programs;
Good knowledge of health insurance rates, types of coverage, deductions, credits and billing procedures;
Working knowledge of principles, techniques, and concepts of microcomputer use and operation;
Working knowledge of application of various types of microcomputer equipment to help with accounting, statistical and database management problems;
Ability to make complex arithmetic computations involving fractions, decimals, and percentages accurately;
Ability to analyze and organize complex data and to prepare records and reports;
Ability to learn and apply basic software programming and to modify simple programs;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to establish and maintain effective working relationships with others;
Ability to perform close, detailed work involving considerable visual effort and concentration;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:**Graduation from high school or equivalency AND either:**

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree or higher in accounting, mathematics, business administration, information technology, information resource management, or a closely related field, PLUS three year of experience in payroll processing, accounting or auditing; **OR**
- (B) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in accounting, mathematics, business administration, information technology or a closely related field, PLUS five years of experience in payroll processing, accounting or auditing; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, PLUS seven years of experience in payroll processing, accounting or auditing, **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.