

# Market Range Detail - Payroll Specialist Lead (County)

## Effective Date

July 23, 2012

## Market Range Title Description

The purpose of this position is to provide centralized payroll management services to County departments and employees so that employees are paid accurately and on-time. This position leads other payroll specialists.

Ensure timely and accurate processing of employee hours for bi-weekly payroll submitted by County departments. Process correction and adjustments for prior pay periods and retro pay adjustments when necessary. Process A-4s, W-4s and W-5s changes, direct deposits and other voluntary deductions. Disburse checks for charitable contributions and union dues. Verify and fill out forms for Arizona Unemployment Insurance Benefit Earnings requests. Coordinate insurance transactions such as reviewing reports and making sure checks are mailed when needed. Research inquiries from customers regarding payroll issues-incorrect checks, taxes, deductions, leave balances, comp time, shift differential, etc. Serve as the back up to the garnishment desk as needed. Conduct audits on payroll reports following each payroll to ensure accuracy. Perform miscellaneous tasks such as sorting and distributing reports; bank reconciliations, stop payments and manual warrant requests. Assist in updating and maintaining payroll liaison handbook. Distribute changes as needed. Maintain e-mail distribution list of payroll liaisons for department use. Send required communications as requested. Balance Arizona State Retirement System (ASRS) and Public Safety payments each payroll. Balance bi-weekly payroll gross-to-net using delivered system reports and internal generated reports. Complete monthly workload indicators. Handle more complex assignments and participate in the training of new staff members. Handle special processing for elected officials such as new hire pay, termination pay and annual salary adjustments. Calculate overpayments to employees. Process excess contributions from retirement plans. Conduct special handling of either additional retirement or refunds. Complete retirement verification letters. Process dollar adjustments to employees' records. Properly deposit and appropriately credit cash receipts.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$19.55	\$23.53	\$27.50

## Likely Minimum Qualifications

- High school diploma or GED.
- Three (3) years of related experience.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.