






TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** February 25, 2016

RE: *Approval of new classification specification for Payroll Technician, Schedule 18
(\$46,363 - \$64,646)*

PETITION # 11-16

That the Southern Nevada District Board of Health *approves the new classification specification for Payroll Technician.*

PETITIONERS:

Shandra Hudson, SPHR, SHRM-SCP, *Human Resources Administrator* 
Andrew J. Glass, FACHE, MS, *Director of Administration* 
Joseph P. Iser, MD, DrPH, MSc, *Chief Health Officer* 

DISCUSSION:

For efficiency purposes, the District established a Payroll Technician position in Finance under the supervision of the Accounting Supervisor. The Payroll Technician has a critical responsibility to ensure payroll and paycheck problems are held to an absolute minimum. In general, the Payroll Technician performs technical duties in preparing, reviewing, and processing payroll records for the District. Additionally, the Payroll Technician contributes in special projects and assignments and by serving on committees requiring expertise in this area. Official implementation of this position requires Board approval of the position description, salary schedule and title.

FUNDING:

The Payroll Technician position is funded through general funds.

PAYROLL TECHNICIAN

DEFINITION

To performs technical duties in preparing, reviewing, and processing payroll records for the Health District; and performs related duties as assigned

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Accounting Supervisor or Financial Services Manager
- Receives general supervision from higher-level employees, supervisory and management staff

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Lead, oversee and processes payroll and checks, transmits the direct deposit file, and prepares bi-weekly payroll reports and payment authorizations for approval by professional accountant
- Download timecard into the HRIS System, reviews time records submitted by all departments to ensure conformance with appropriate union contracts, administrative policies and regulations, and federal and state laws
- Coordinates and performs testing of the payroll system
- Identifies and resolves discrepancies in employees' pay by researching data, identifying errors, and correcting entries in the payroll system and general ledger
- Reconciles reports, bills, and invoices to payroll report and the general ledger, and makes any needed adjustments and journal entries;
- Performs fiscal and calendar year end processes and prepares appropriate reports; including quarterly and annual federal tax reports
- Respond to employee questions, division time keepers and outside agencies concerning payroll questions; provide instruction to payroll staff, division timekeepers and others related to payroll functions
- Act as liaison and verify final pay with Human Resources for terminating employees
Prepares payment authorizations for miscellaneous deductions such as union dues and fees, employee association fees, garnishments, and deferred compensation
- Computes and produces hand calculated paychecks for uniform allowances, terminations, and corrections
- Compiles and generates reports for department heads, vendors, and employees
- May perform special projects and assignments for accountants and management of the Finance Department

QUALIFICATIONS

Knowledge of:

- District policies, procedures and past practices; Finance Department rules, regulations and operating procedures
- Basic accounting and bookkeeping principles, payroll activities and procedures; financial record keeping, billing practices and reporting related to payroll
- Modern office procedures, methods and computer equipment
- Business letter writing and report preparation techniques and methods
- English usage, spelling, grammar and punctuation
- Basic arithmetic

**SOUTHERN NEVADA HEALTH DISTRICT
Payroll Technician (Continued)**

Ability to:

- Maintain confidential information and records
- Learn and apply departmental or divisional policies, procedures and rules
- Learn and apply Federal, State, and local laws, codes and regulations pertaining to human resources
- Compile and maintain records
- Review data to verify accuracy and completeness of payroll records and reports; identify and resolve errors and discrepancies
- Proficiently use personal computer and related software applications
- Respond effectively to requests and inquiries from the general public and employees
- Work independently in the absence of supervision
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain co-operative working relationships with those contacted in the course of work

Training and Experience Guidelines

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in Microsoft Office, including Word, Excel, Access, or specialized coursework; post high school course work in accounting or bookkeeping,

Experience:

Two years of increasingly responsible payroll experience OR an equivalent combination of closely related education, training and work experience.

SPECIAL NOTES AND REQUIREMENTS:

This position may require specialized skills, experience, certification or other requirements which will be identified by the hiring authority at the time of recruitment.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

FLSA Non-Exempt
Bargaining Unit Eligible
Schedule 18

Approved on _____ 2016