

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Payroll Specialist      Position Number: 07007, 07008, 20041, 21012, 21001**

**Location: Helena      Department: Transportation**

**Division and Bureau: Administration, Fiscal Operations**

**Section and Unit: Payroll and Benefits Section**

### **Job Overview:**

Responsible for providing accurate and concise information to employees, supervisors and human resources in order to process, track, and implement payroll related information. Regularly responds to inquiries such as union affiliation, civil service requirements, W-2 and I-9 questions, benefit information, policies and procedures for MDT and the State, FMLA guidance, FLSA rules, as well as a wide variety of other issues that arise during the new hire phase, bi-weekly payroll cycle, employment status changes that relate to pay and departmental and state wide policy and procedural changes. Presents training and informational sessions related to payroll processes, state benefits, and changes to policies and procedures. Is the secondary benefit support to department headquarters and districts/area offices. Reports directly to the Payroll Supervisor and does not supervise others.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Payroll/Benefit Support - 70%**

Coordinates and oversees the integrity of all payroll data processed within the departments payroll systems, ensures payroll changes, ensures compliance with all calculations, leave balances, monitors expenditure data, ensures compliance with FMLA, resolves unusual or complex payroll errors, prepares all payroll entries and calculates all payments for payroll system. Applies concepts related to departmental, state and federal laws/policies/regulations as they relate to the entire payroll process.

- Ensure the completion of the department payroll and review and approve transactions prior to submission to Central Payroll. Process unusual salary changes; review payroll documents for accuracy of completion; prepare payroll for submission; and process payroll information for inactive and newly hired seasonal employees. Prepare documentation and support for off-cycle check submissions.
- Understands and interprets the various union contracts and apply the information contained within those contracts to the review and verification process.
- Manage the contract allowances to ensure consistency of application as it relates to the various union contracts. Track supporting documentation; ensure allowances are paid timely and in accordance with union contract terms and conditions; and staying abreast of the contract changes/finalization.
- Ensure compliance of payroll documentation and related accounting data such as timesheets, payroll information, benefit information, travel reimbursements and travel advances.
- Ensures FMLA data is entered accurately and is compliant within the payroll systems.
- Stays abreast of new developments in any benefits administered by the State of Montana. Provides guidance on issues that may be unclear as they relate to benefits.
- This position is responsible for the tracking and entering of sick leave fund and grants for the entire agency. Ensure request is in compliance with departmental and state policies and procedures. Follow-up communication with the donor and recipient as to balance, availability and use of hours.
- Work with the other Payroll Specialists during unusual pay cycles (i.e. holidays and fiscal year end) to ensure payroll is processed accurately and on time.
- Assist with development, testing and implementation of ETS enhancements.
- Direct and implement various payroll changes to ensure all changes are completed timely and accurately.
- Calculate payroll payments resulting from position changes. Respond to inquiries based on calculations. Prepare journals for payroll changes after payroll processes and determines type of transaction required. Understand and explain the information to diverse audiences on how the calculation was derived, the supplemental tax ruling, and the impact of that ruling to the employee without providing tax advice.
- Perform account adjustments for payroll expenditure accounts. Identify and resolve incorrect payroll transactions. Perform monthly reconciliations for payroll expenditure accounts in SABHRS. Implement and communicate adjustments to ensure changes are accurately reflected. Gathers data through a variety of sources for analysis. Review department and state payroll systems transactions, develop specialized reports, and review supporting documentation.
- Resolve errors and other payroll issues related to items such as individual submissions or system errors, policy questions and detailed follow up with supervisors and employees.

- Correct payroll issues by researching files, correcting documentation and communicating with affected employees. Research and respond to employee questions or administrative/supervisor inquiries on payroll issue.
- Maintain and update the online personnel records system to ensure accurate and timely information is available for payroll/benefit processing.
- Complete and process requests for income verification.

### **Technical Assistance and Training - 25%**

Provide technical assistance, information, and training to field and headquarters payroll/benefits staff, and provide information and assistance to department employees and other agencies regarding agency payroll and benefit processes and regulations.

#### Level 1

- Provide training to all new employee orientation sessions in addition to meeting with current employees regarding benefits available based on status.
- Respond to questions from employees, supervisors, central payroll and other agencies concerning any aspect of the payroll and benefits workflow including resolving other agencies (State Personnel, PERS, SABHRS) to ensure correct information and proper processing of all benefits by using communication skills and knowledge of state insurance program and procedures. Maintain contact with state agencies to obtain information and resolve problems with specific insurance procedures or claims.
- Provide training to headquarters and district personnel. Develops and implements a training plan .

#### Level 2

- Determine the needs of payroll staff and other customers and develop training course and materials. Lead and educate employees on internal processes and procedures required to satisfy position and system requirements. Ensure consistency in the application. Provide ongoing assistance and training to payroll staff completing NCE and WR payroll validation report.
- Payroll Financial Analysis and Research
  - Complete research, analysis and develops training for systems and interfaces of new systems.
  - Identifies problems with regards to longevity, pension, allowance, dues, retirement or other issues related to pay or recording data.
  - Provides documentation, for recommendations.

#### Lead Worker

- Review work of Payroll Specialists and report on performance to the Payroll Supervisor.

- Assign work tasks, establishes work pace and demonstrates proper work methods.
- Resolves problems and reports solutions to necessary employees/management.
- Recommends process and procedural changes or provide modification to the work flow to improve efficiency or effectiveness.
- Serves as lead on departmental projects and implementation efforts related to payroll.
- Is the backup payroll entry support and benefits specialist for the Helena office.

### **Other Duties - 5%**

Perform a variety of other duties and activities as assigned by the Payroll Supervisor, Bureau Chief or Administrator in support of the Department mission and objectives.

### **Supervision**

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

### **Physical and Environmental Demands:**

The Payroll Specialist spends much of their day in a normal office environment, sitting for extended periods of time. The Payroll Specialist must have the ability to lift packages weighing up to 10 pounds.

### **Knowledge, Skills and Abilities (Behaviors):**

The position requires considerable knowledge of standardized payroll/personnel/benefits rules and regulations and procedures; state and federal wage and hour laws; benefit administration and customer service principles. General knowledge of accounting principles and practices.

To perform successfully in this position, the incumbent must be self-motivated; possess a strong work ethic; maintain a positive attitude; and be able to handle contentious situations. The ability to reason deductively and inductively is essential; ability to establish effective working relationships with co-workers, management, and internal and external customers, ability to build consensus within groups while enforcing standards. The position requires the ability to effectively organize workload and prioritize and manage multiple responsibilities to meet established deadlines; communicate effectively orally and in writing; analyze complex situations and procedures; evaluate the effectiveness of processes; understand rules, regulations, laws, policies, and procedures and apply them appropriately; and determine the most appropriate response to complex situations. Maintain confidences in a small, open and professional working environment. Clearly and concisely

form and express ideas and concepts; interpret technical information and findings to varied audiences, presents information. Practices active listening skills.

**Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a Bachelor’s Degree in Business or a related field.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

**Special Requirements:**

*List any other special required information for this position*

- Fingerprint check
- Background check
- Valid driver’s license
- Other; Describe
- MFPE Union Code
- Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Payroll Specialist 1      Job Code Number: B29011**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- |  |  |
|--|--|
| <input type="checkbox"/> FLSA Exempt             | <input checked="" type="checkbox"/> FLSA Non-Exempt    |
| <input type="checkbox"/> Telework Available      | <input type="checkbox"/> Telework Not Available        |
| <input type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

**Human Resources:**

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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