

**ADOPT RESOLUTION TO AMEND JOB CLASSIFICATIONS FOR  
PAYROLL SPECIALIST I / II, ADD NEW JOB CLASSIFICATIONS FOR HUMAN  
RESOURCES PAYROLL SPECIALIST I / II AND AMEND THE FISCAL YEAR 2016/2017  
POSITION ALLOCATION FOR HUMAN RESOURCES DEPARTMENT #20035**

**WHEREAS**, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, during the fiscal year needs may arise to amend the Classification Plan; and

**WHEREAS**, the Human Resources Director has amended job classifications for the Payroll Specialist I /II, wage ranges 2022 and 2229 and created new job classifications for Human Resources Payroll Specialist I/II, wage ranges 2022 and 2229: and

**WHEREAS**, the Human Resources Director met and conferred with the Confidential Unit regarding the amended job classifications and salary ranges. The Unit has no objections to approve adding the amended and new job classifications for the payroll series and wage ranges.

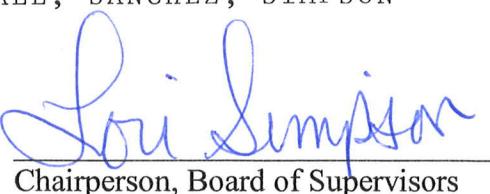
**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

1. Approve the revised Payroll Specialist I job classification and wage range of 2022 and Payroll Specialist II job classification and wage range of 2229.
2. Approve this Resolution to amend the County's Classification Plan to add these Payroll Specialist I/II series and the Human Resources Payroll Specialist I/II to the Confidential Unit's MOU Appendix A.
3. Amend the Position Allocation for Budget Year 2017/2018 to reflect the following:

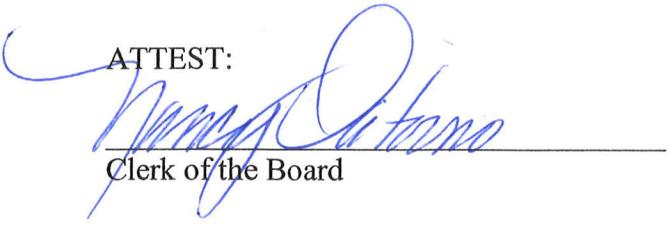
<b><u>Human Resources #20035</u></b>	<b><u>Current FTE</u></b>	<b><u>New FTE</u></b>
Human Resources Payroll Specialist	0.00	1.00
Human Resources Technician I/II	1.00	0.00

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 4th day of April, 2017 by the following vote:

AYES: Supervisors ENGEL, THRALL, SANCHEZ, SIMPSON  
NOES: Supervisors NONE  
ABSENT: Supervisors GOSS

  
\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

  
\_\_\_\_\_  
Clerk of the Board

# Exhibit A

**PAYROLL SPECIALIST I**

**DEFINITION**

Under general supervision, to perform responsible work in planning and implementing the County payroll function including coordinating the process with all county department and other agencies; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level and first working level in the Payroll Specialist Series. Incumbents have responsibility for maintenance of the County Payroll System, including the processing of time cards and preparation of payroll reports. This class series is distinguished from the Fiscal and Technical Services Assistant class series by specialized responsibilities for the preparation of the County payroll, as well as requiring in-depth knowledge of the payroll system and procedures.

**REPORTS TO**

Auditor/Controller or Payroll Specialist II

**CLASSIFICATION DIRECTLY SUPERVISED**

None

## **PAYROLL SPECIALIST I - 2**

### **EXAMPLES OF DUTIES**

- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers in coordination with the Human Resources Payroll Specialist.
- Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
- Balances the payroll accounts by resolving payroll discrepancies.
- Provides payroll information by answering questions and requests.
- Follows payroll guidelines and makes recommendations for updating policies and procedures.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Receives employee time cards and inputs information into the payroll system, checking for errors and needed corrections.
- Communicates with other County staff regarding potential problems with submitted payroll data.
- Calculates and issues deductions checks, along with the electronic federal tax payment system.
- Produce payroll reports for all departments
- Prepares a wide variety of reports for health plans, dental plans, vision care, deferred compensation, and other information required on a bi-weekly basis.
- Prepares and balances the PERS report and submits within required time limits.
- Assists with preparation of current payroll tax deposits and quarterly payroll tax returns.
- Balances cash with all payroll accounts payable for all deduction codes.

## **PAYROLL SPECIALIST I – 3**

### **EXAMPLES OF DUTIES – continued:**

- Works with County employees and management, providing a variety of information and answering questions regarding payroll items, including pay rates, overtime and other areas of concern.
- Performs a wide variety of statistical and account recordkeeping assignments required to carry out the functions of the Auditor's Office.
- Contributes to team effort by accomplishing related results as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General knowledge of County personnel policies and functions.
- Policies, procedures, requirements, and method used in a payroll system.
- Principles and methods of financial and statistical recordkeeping.
- Uses of computers in payroll processing
- Laws, rules, and regulations governing financial and payroll procedures and recordkeeping.
- Office methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.

#### **Ability to:**

- Performs a wide variety of difficult and complex financial and statistical work required for County Payroll.
- Interpret and apply rules, laws, and policies governing payroll administration.
- Reconcile discrepancies in payroll and financial records
- Make arithmetical calculations quickly and accurately.
- Operate a variety of computing and office equipment.

## **PAYROLL SPECIALIST I - 4**

### **Ability to – continued:**

- Deal tactfully and courteously with a variety of different people in providing information and resolving payroll problems.
- Establish and maintain cooperative working relationships.

### **Training and Experience:**

Qualifications needed for this position:

Two (2) years' experience processing payroll, including some experience in financial and statistical recordkeeping, including experience in maintaining payroll and retirement systems records,

OR

Graduation from accredited College or University with an Associate's Degree in Accounting, with one (1) year of payroll processing or clerical accounting experience which required close attention to detail.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

**PAYROLL SPECIALIST II****DEFINITION**

The Payroll Specialist II position works with limited direction from the Auditor, acts as the lead worker for the payroll division of the Auditor's Department. Position performs the most difficult and responsible fiscal work involved in processing the County-wide payroll and maintaining employee payroll records. This position works closely with the Human Resources Department in ensuring payroll coordination between these two departments is maintained in a professional manner. Prepares financial and statistical reports and statements for internal and external agencies, and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the highest working level in this class series. Incumbents have responsibility for maintenance of the County Payroll System, including the processing of time cards and preparation of payroll reports. This position requires an in-depth knowledge of the payroll system and procedures and must work well with coordinating payroll functions with the County's Human Resources Payroll Specialist.

**REPORTS TO**

Auditor/Controller

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Provide lead direction to Payroll Specialist I and other payroll division support staff as assigned

## **PAYROLL SPECIALIST II - 2**

### **EXAMPLES OF DUTIES**

- Maintains payroll information by designing systems; directing the collection, calculation, and entering of data.
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers in coordination with the Human Resources Payroll Specialist.
- Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
- Balances the payroll accounts by resolving payroll discrepancies.
- Provides payroll information by answering questions and requests.
- Maintains payroll guidelines by writing and updating policies and procedures.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Receives employee time cards and inputs information into the payroll system, checking for errors and needed corrections.
- Communicates with other County staff regarding potential problems with submitted payroll data.
- Calculates and issues deductions checks, along with the electronic federal tax payment system.
- Produce payroll reports for all departments
- Prepares a wide variety of reports for health plans, dental plans, vision care, deferred compensation, and other information required on a bi-weekly basis.
- Prepares and balances the PERS report and submits within required time limits.
- Prepares current payroll tax deposits and quarterly payroll tax returns.
- Balances cash with all payroll accounts payable for all deduction codes.
- Coordinate and track retiree health insurance benefits including the appropriate statements balance on a monthly basis.

## **PAYROLL SPECIALIST II – 3**

### **EXAMPLES OF DUTIES – continued:**

- Works with County employees and management, providing a variety of information and answering questions regarding payroll items, including pay rates, overtime and other areas of concern.
- Performs a wide variety of statistical and account recordkeeping assignments required to carry out the functions of the Auditor's Office.
- Contributes to team effort by accomplishing related results as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- The methods, procedures and policies of the department including personnel policies and functions
- Policies, procedures, requirements, and methods used in a payroll system.
- Principles and methods of financial and statistical recordkeeping including laws, rules, and regulations governing financial and payroll procedures and recordkeeping
- Principles involved in coordinating various programs of the department
- Payroll preparation and verification procedures
- Principles of governmental financial, accounting and statistical record keeping
- Correct English usage, spelling, grammar and punctuation
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- County approved memorandums of understanding, individual employment agreements, resolutions and ordinances which set rates for pay and benefits for County employees
- Modern office practices, methods and computer equipment
- Recordkeeping principles and procedures
- Computer applications in payroll processing and related to the work

## **PAYROLL SPECIALIST II - 4**

### **Knowledge of – continued:**

- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

### **Ability to:**

- Performs a wide variety of difficult and complex financial and statistical work required for County Payroll.
- Use independent judgement and discretion in implementing various programs
- Interpret and apply rules, laws, and policies governing payroll administration.
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.
- Reconcile discrepancies in payroll and financial records.
- Perform required mathematical calculations quickly and accurately.
- Operate a variety of computing and office equipment.
- Deal tactfully and courteously with a variety of different people in providing information and resolving payroll problems.
- Establish and maintain cooperative working relationships.

### **Training and Experience:**

Qualifications needed for this position:

Two (2) years of experience comparable to a Payroll Specialist I with Plumas County,

OR

Equivalent completion of courses required for a Bachelor's degree in Accounting with two (2) years of responsible office an administrative experience in a local government payroll office.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

# Exhibit B

## **HUMAN RESOURCES PAYROLL SPECIALIST I**

### **DEFINITION**

Under general supervision, to perform responsible work in planning and implementing the County payroll function including personnel operations and activities, coordinating with all county departments, insurance plans, retirement program management; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Human Resources Payroll Specialist series which performs complex and technical personnel assignments.

### **REPORTS TO**

Human Resources Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **HUMAN RESOURCES PAYROLL SPECIALIST I - 2**

### **EXAMPLES OF DUTIES**

- Assists County staff and the public by answering inquiries concerning personnel transactions, policies, and records, as well as availability and types of employment
- Provides new hire orientation and required paperwork for enrollment into related bargaining unit, health insurance plans, and explains policies and procedures as it relates to payroll
- Maintains payroll information by designing systems; directing the collection, calculation, and entering of employee personnel payroll data.
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers. Update payroll database according to specific MOU stipulations.
- Reviews payroll pre calculations of the payroll accounts by resolving payroll discrepancies making appropriate updates.
- Provides payroll and personnel information by answering questions and requests.
- Maintains payroll guidelines by writing and updating policies and procedures for County compliance issues.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential, up to date and accurate record keeping.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Stays current with labor laws as related to employee payroll.
- Communicates with other County staff regarding potential problems with payroll data.
- Reviews employees personnel action forms for accuracy and make corrections as needed.
- Calculates employees merits and longevity increases by hours worked and dates of employment according to County policies.
- Reviews payroll data base, enters related information into the payroll system according to pay schedules
- Update annual calendar for payroll schedule reflecting payroll periods, paid holidays, and data base due dates.
- Update calendar year employee benefits for copays for health, dental, vision and life insurance by bargaining unit, department heads, elected officials, and unrepresented. Make adjustments in personnel payroll data base and track for accurate payments.
- Calculate, track, and deduct garnishments from employee's disposable income each pay period. Inform employees of garnishment deductions for child support, taxes, vehicle registrations, etc.
- Assist retiring employees with proper paperwork, update them in the data base system with appropriate information and provide updated information to the Auditor's Department. May calculate accrued sick leave for conversion to health benefit payments and enter information into the CalPERS system.

## **HUMAN RESOURCES PAYROLL SPECIALIST I - 3**

### **EXAMPLES OF DUTIES – continued:**

- Balance AFLAC and Colonial employees supplemental insurance claims and remit bill to vendor.
- Prepare and process donation of leave requests and track donated hours according to personnel policies.
- Update state and federal tax tables in the payroll automated system each year as required by law and deadline to assure accurate payroll taxes.
- Update classifications pay scales, codes, and needed information to maintain accurate data base for personnel payroll system.
- Assist with the coordination of the annual personnel budgeting preparation and department reports required for the annual County's budget approval process
- Coordinate request for unemployment insurance claims, State Disability Insurance, warrants, and other required payroll coordination
- Manage disability claims coordination for employee payroll and leave banks
- Assist employees with health insurance enrollment applications and process to appropriate agency for enrollments, enroll in payroll system for payment deductions according to plan.
- Ensure Auditor's Payroll Specialist receives copies of personnel records for payroll processing of paychecks according to deadlines.
- Troubleshoot and update data entry to ensure employees' payroll information is current and information maintained in their personnel file as appropriate documentation.
- Organize and sets up deduction codes for all payroll accounts.
- Works with County employees and management, providing a variety of information and answering questions regarding payroll items, including pay rates,
- Coordinate employee leaves as it relates to employment benefits, Worker's Compensation, disability, unemployment insurance programs, compensatory time off, and leave banks and keep accurate records.
- Maintains security and confidentiality of employment and personnel records of all current and former County employees.
- Coordinate the Affordable Care Act regulations as it relates to health insurance benefits and the affordability.
- Ensure COBRA insurance is offered to applicable employees and their dependents coordinate offer with PERS system requirements.
- Track, update, and maintain the current list of position allocations for the County departments, including allocated positions and filled positions.
- Contributes to Human Resources team by accomplishing related results as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **HUMAN RESOURCES PAYROLL SPECIALIST I - 4**

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- General knowledge of County personnel policies and functions.
- Policies, procedures, requirements, and method used in a payroll system.
- Principles and methods of financial and statistical recordkeeping.
- Uses of computers in payroll processing
- Laws, rules, and regulations governing financial and payroll procedures and recordkeeping.
- Office methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Laws, rules and regulations affecting the County's personnel programs.
- County hiring procedures, including procedures used by the California Interagency Merit System.
- General organization and functions of County government.
- Personnel administration principles, practices, methods, and techniques
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to administrative support work.

#### Ability to:

- Performs a wide variety of difficult and complex financial and statistical work required for County Payroll.
- Interpret and apply rules, laws, and policies governing payroll administration.
- Reconcile discrepancies in payroll and financial records
- Make arithmetical calculations quickly and accurately.
- Operate a variety of computing and office equipment.
- Perform difficult and complex personnel work involving use of considerable amount of independent judgment.
- Interpret, and apply a variety of rules, laws, and policies.
- Identify and handle confidential information.
- Use a personal computer and appropriate software for wordprocessing, recordkeeping, and administrative functions.
- Deal tactfully and courteously with County staff, representatives of outside agencies, and the general public.
- Establish and maintain professional working relationships at all times.

## **HUMAN RESOURCES PAYROLL SPECIALIST I - 5**

### Training and Experience:

Qualifications needed for this position:

Two (2) years of responsible experience performing a variety of administrative, fiscal, and analytical work in a local government personnel or administrative office, including one (1) year of payroll processing.

OR

Graduation from accredited College or University with an Associate's degree in Accounting, with one (1) year of payroll processing or clerical accounting experience which required close attention to detail.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

**HUMAN RESOURCES PAYROLL SPECIALIST II****DEFINITION**

The Human Resources Payroll Specialist II position works with limited direction from the Human Resources Director. Position performs the most difficult and responsible fiscal work involved in processing the County-wide payroll employee data base system for the purpose of payroll. This position works closely with the Auditor's Payroll Specialist II in ensuring payroll coordination between these two departments is maintained in a professional manner.

The Human Resources Payroll Specialist II performs difficult and complex work involved in human resource operations and activities; to assist with the development, implementation and maintenance of the County personnel program and insurance plans; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the Journey Level position in the Human Resource Payroll Specialist series which performs complex and technical human resource assignments with only general supervision.

**REPORTS TO**

Human Resources Director

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **HUMAN RESOURCES PAYROLL SPECIALIST II - 2**

### **EXAMPLES OF DUTIES**

- Assists County staff and the public by answering inquiries concerning personnel transactions, policies, and records, as well as availability and types of employment
- Provides new hire orientation and required paperwork for enrollment into related bargaining unit, health insurance plans, and explains policies and procedures as it relates to payroll
- Maintains payroll information by designing systems; directing the collection, calculation, and entering of employee personnel payroll data.
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers. Update payroll database according to specific MOU stipulations.
- Reviews payroll pre calculations of the payroll accounts by resolving payroll discrepancies making appropriate updates.
- Provides payroll and personnel information by answering questions and requests.
- Maintains payroll guidelines by writing and updating policies and procedures for County compliance issues.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential, up to date and accurate record keeping.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Stays current with labor laws as related to employee payroll.
- Communicates with other County staff regarding potential problems with payroll data.
- Reviews employees personnel action forms for accuracy and make corrections as needed.
- Calculates employees merits and longevity increases by hours worked and dates of employment according to County policies.
- Reviews payroll data base, enters related information into the payroll system according to pay schedules
- Update annual calendar for payroll schedule reflecting payroll periods, paid holidays, and data base due dates.
- Update calendar year employee benefits for copays for health, dental, vision and life insurance by bargaining unit, department heads, elected officials, and unrepresented. Make adjustments in personnel payroll data base and track for accurate payments.
- Calculate, track, and deduct garnishments from employee's disposable income each pay period. Inform employees of garnishment deductions for child support, taxes, vehicle registrations, etc.
- Assist retiring employees with proper paperwork, update them in the data base system with appropriate information and provide updated information to the Auditor's Department. May calculate accrued sick leave for conversion to health benefit payments and enter information into the CalPERS system.

## **HUMAN RESOURCES PAYROLL SPECIALIST II - 3**

### **EXAMPLES OF DUTIES – continued:**

- Balance AFLAC and Colonial employees supplemental insurance claims and remit bill to vendor.
- Prepare and process donation of leave requests and track donated hours according to personnel policies.
- Update state and federal tax tables in the payroll automated system each year as required by law and deadline to assure accurate payroll taxes.
- Update classifications pay scales, codes, and needed information to maintain accurate data base for personnel payroll system.
- Assist with the coordination of the annual personnel budgeting preparation and department reports required for the annual County's budget approval process
- Coordinate request for unemployment insurance claims, State Disability Insurance, warrants, and other required payroll coordination
- Manage disability claims coordination for employee payroll and leave banks
- Assist employees with health insurance enrollment applications and process to appropriate agency for enrollments, enroll in payroll system for payment deductions according to plan.
- Ensure Auditor's Payroll Specialist receives copies of personnel records for payroll processing of paychecks according to deadlines.
- Troubleshoot and update data entry to ensure employees' payroll information is current and information maintained in their personnel file as appropriate documentation.
- Organize and sets up deduction codes for all payroll accounts.
- Works with County employees and management, providing a variety of information and answering questions regarding payroll items, including pay rates,
- Coordinate employee leaves as it relates to employment benefits, Worker's Compensation, disability, unemployment insurance programs, compensatory time off, and leave banks and keep accurate records.
- Maintains security and confidentiality of employment and personnel records of all current and former County employees.
- Coordinate the Affordable Care Act regulations as it relates to health insurance benefits and the affordability.
- Ensure COBRA insurance is offered to applicable employees and their dependents coordinate offer with PERS system requirements.
- Track, update, and maintain the current list of position allocations for the County departments, including allocated positions and filled positions.
- Contributes to Human Resources team by accomplishing related results as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **HUMAN RESOURCES PAYROLL SPECIALIST II - 4**

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General knowledge of County personnel policies and functions.
- Policies, procedures, requirements, and method used in a payroll system.
- Principles and methods of financial and statistical recordkeeping.
- Uses of computers in payroll processing
- Laws, rules, and regulations governing financial and payroll procedures and recordkeeping.
- Office methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Laws, rules and regulations affecting the County's personnel policies and procedures.
- County hiring rules, including procedures used by the California Interagency Merit System, state and federal labor laws.
- General organization and functions of County government.
- Personnel administration principles, practices, methods, and techniques
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers, software applications related to administrative support work, such as Excel or other spreadsheet software applications.

#### **Ability to:**

- Performs a wide variety of difficult and complex financial and statistical work required for County Payroll.
- Interpret and apply rules, laws, and policies governing payroll administration.
- Reconcile discrepancies in payroll and financial records
- Make arithmetical calculations quickly and accurately.
- Operate a variety of computing and office equipment.
- Perform difficult and complex personnel work involving use of considerable amount of independent judgment.
- Interpret, and apply a variety of rules, laws, and policies.
- Identify and handle confidential information.
- Use a personal computer and appropriate software for word processing, recordkeeping, spreadsheets, and other employee tracking systems.
- Deal tactfully and courteously with County staff, representatives of outside agencies, and the general public.
- Establish and maintain professional working relationships at all times.

## **HUMAN RESOURCES PAYROLL SPECIALIST II - 5**

### **Training and Experience:**

Qualifications needed for this position:

Two (2) years of experience comparable to a Human Resources Payroll Specialist I with Plumas County,

OR

Equivalent completion of courses required for a Bachelor's degree in Accounting with two (2) years of responsible office and administrative experience in a local government payroll office.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

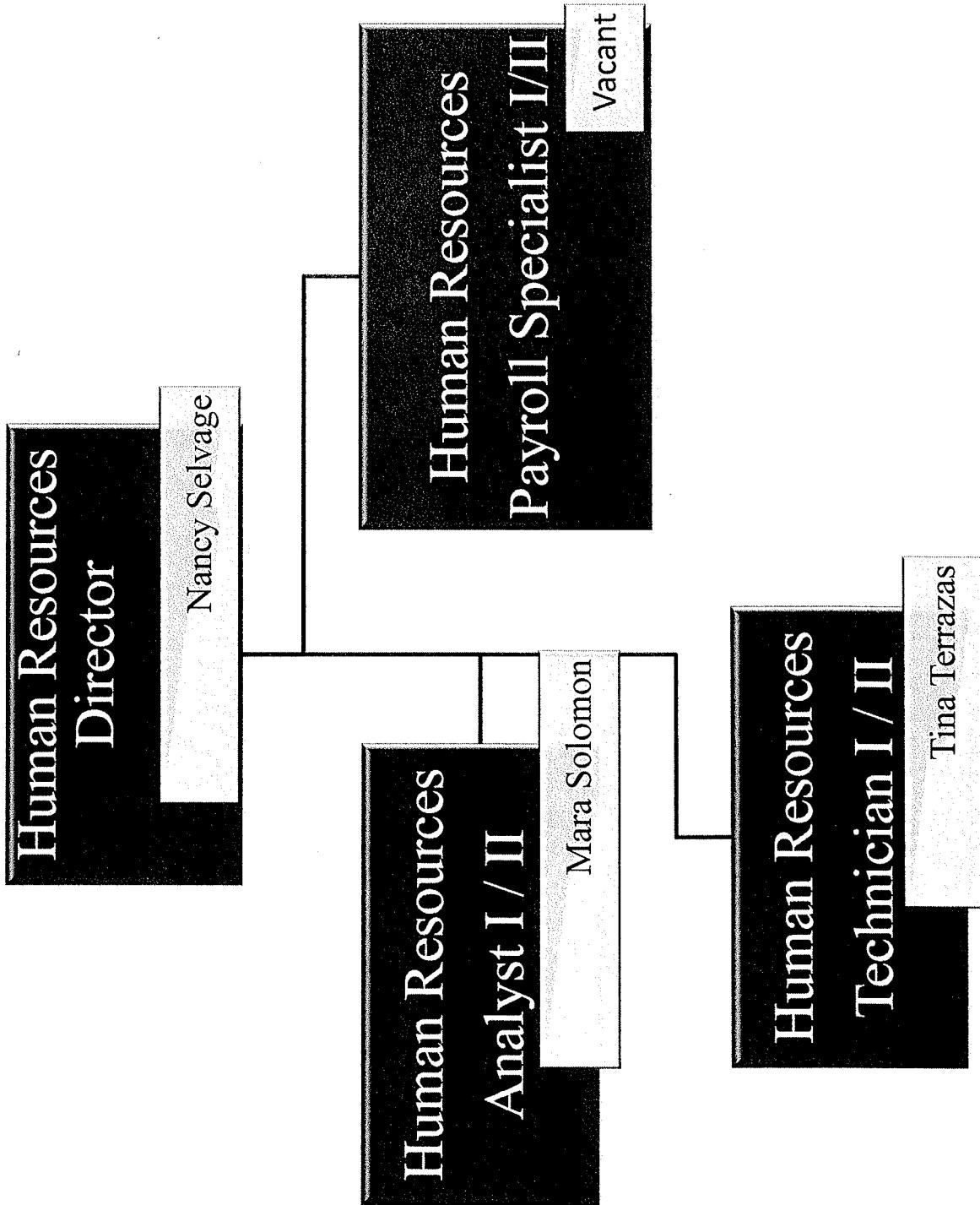
Human Resources Payroll Specialist I

		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
	New Range					
Regular wages	\$ 42,058.00	\$ 44,179.00	\$ 46,405.00	\$ 48,734.00	\$ 51,189.00	
Payroll Specialist II - New	\$ -					
Retirement	\$ 9,394.92	\$ 9,868.71	\$ 10,365.95	\$ 10,886.20	\$ 11,434.60	
FICA / Medicare	\$ 3,217.44	\$ 3,379.69	\$ 3,549.98	\$ 3,728.15	\$ 3,915.96	
<b>Total</b>	<b>\$ 54,670.35</b>	<b>\$ 57,427.40</b>	<b>\$ 60,320.93</b>	<b>\$ 63,348.35</b>	<b>\$ 66,539.56</b>	
HR Tech II - current	\$ 37,232.00	\$ 37,232.00	\$ 39,104.00	\$ 41,059.00	\$ 43,118.00	\$ 45,282.00
Retirement	\$ 8,316.88	\$ 8,735.05	\$ 9,171.76	\$ 9,631.70	\$ 10,115.09	
FICA / Medicare	\$ 2,848.25	\$ 2,991.46	\$ 3,141.01	\$ 3,298.53	\$ 3,464.07	
<b>Total</b>	<b>\$ 48,397.13</b>	<b>\$ 50,830.51</b>	<b>\$ 53,371.77</b>	<b>\$ 56,048.23</b>	<b>\$ 58,861.17</b>	
<b>Total</b>						
Five Year Differential	Difference	\$ 6,273.22	\$ 6,596.89	\$ 6,949.16	\$ 7,300.13	\$ 7,678.39
Five year increase to Personnel Budget		<b>\$ 34,797.79</b>				

Prepared on March 9, 2017

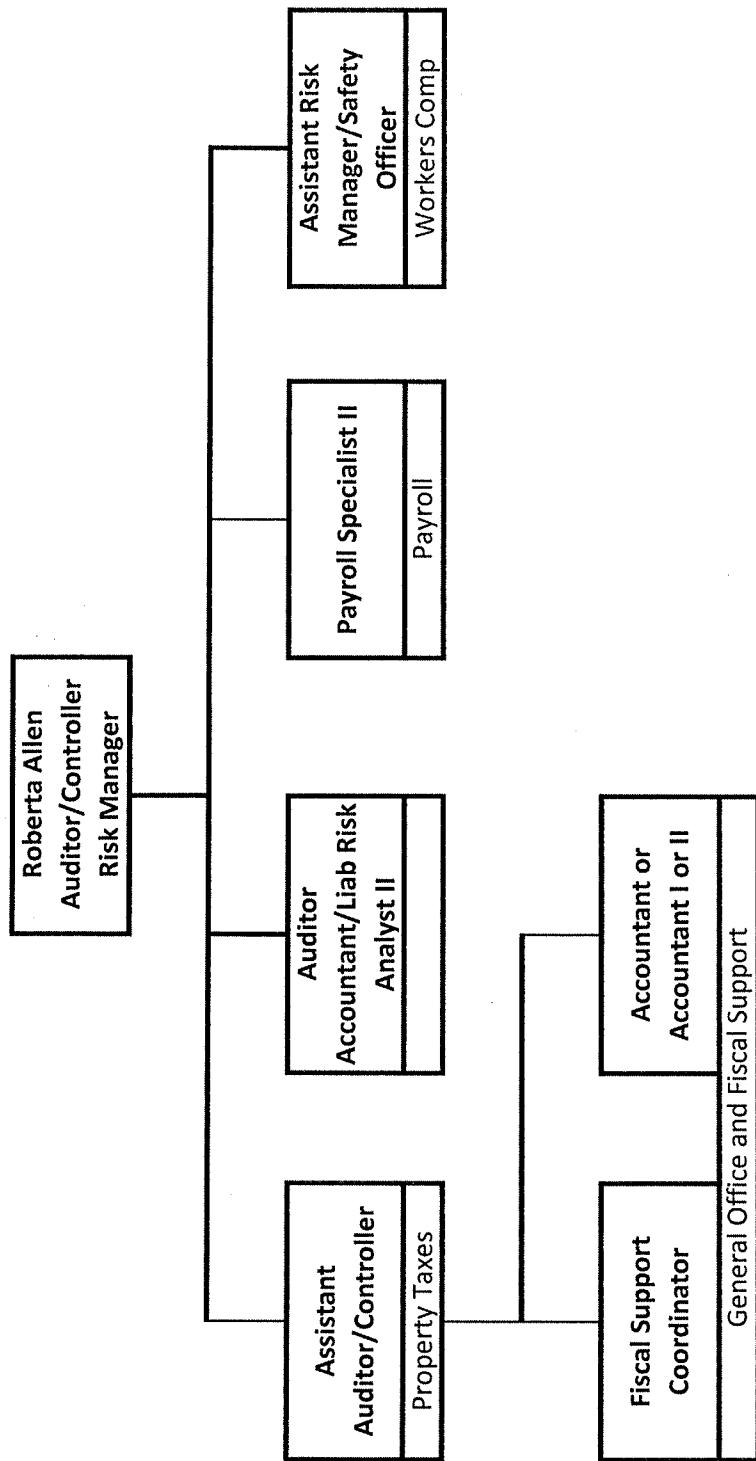
# Human Resources Department

## Organizational Chart



# Auditor Department

## Organizational Chart



## Payroll Specialist II

		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
	New Range					
Regular wages	\$ 46,363.00	\$ 48,693.00	\$ 51,147.00	\$ 56,410.00	\$ 59,238.00	
Payroll Specialist II - New	\$ -					
Retirement	\$ 10,356.57	\$ 10,877.04	\$ 11,425.22	\$ 12,600.87	\$ 13,232.58	
FICA / Medicare	\$ 3,546.77	\$ 3,725.01	\$ 3,912.75	\$ 4,315.37	\$ 4,531.71	
<b>Total</b>	<b>\$ 60,266.34</b>	<b>\$ 63,295.06</b>	<b>\$ 66,484.96</b>	<b>\$ 73,326.23</b>	<b>\$ 77,002.29</b>	
Payroll Specialist II - current	\$ 37,232.00	\$ 37,232.00	\$ 39,104.00	\$ 41,059.00	\$ 43,118.00	\$ 45,282.00
Retirement	\$ 8,316.88	\$ 8,735.05	\$ 9,171.76	\$ 9,631.70	\$ 10,115.09	
FICA /Medicare	\$ 2,848.25	\$ 2,991.46	\$ 3,141.01	\$ 3,298.53	\$ 3,464.07	
<b>Total</b>	<b>\$ 48,397.13</b>	<b>\$ 50,830.51</b>	<b>\$ 53,371.77</b>	<b>\$ 56,048.23</b>	<b>\$ 58,861.17</b>	
<b>Total</b>						
Five Year Differential	Difference	<b>\$ 11,869.20</b>				
			<b>\$ 12,464.55</b>			
				<b>\$ 13,113.19</b>		
					<b>\$ 17,278.00</b>	
						<b>\$ 18,141.13</b>
Five year increase to Personnel Budget	<b>\$ 72,866.07</b>					

Prepared on March 9, 2017