

APR 12 2021

**Approved**

**REQUEST FOR AGENDA PLACEMENT FORM**

**Submission Deadline - Tuesday, 12:00 PM before Court Dates**

**SUBMITTED BY: Randy Gillespie      TODAY'S DATE: April 5, 2021**

**DEPARTMENT: Personnel**

**SIGNATURE OF DEPARTMENT HEAD: Randy Gillespie**

**REQUESTED AGENDA DATE: April 12, 2021**

**SPECIFIC AGENDA WORDING: Consideration to add the position of Payroll Administrator Grade Level 108 to the 2020/2021 Personnel Budget (Months of August and September) with the total cost (salary and fringes) of \$10,518.**

**PERSON(S) TO PRESENT ITEM: Randy Gillespie**

**SUPPORT MATERIAL: (Must enclose supporting documentation)**

**TIME: 5 minutes**

**ACTION ITEM:        X**

**WORKSHOP:      \_\_\_\_\_**

(Anticipated number of minutes needed to discuss item)

**CONSENT:      \_\_\_\_\_**

**EXECUTIVE:      \_\_\_\_\_**

**STAFF NOTICE:**

**COUNTY ATTORNEY: \_\_\_\_\_**

**IT DEPARTMENT: \_\_\_\_\_**

**AUDITOR: \_\_\_\_\_**

**PURCHASING DEPARTMENT: \_\_\_\_\_**

**PERSONNEL: \_\_\_\_\_**

**PUBLIC WORKS: \_\_\_\_\_**

**BUDGET COORDINATOR: \_\_\_\_\_**

**OTHER: \_\_\_\_\_**

**\*\*\*\*\*This Section to be Completed by County Judge's Office\*\*\*\*\***

ASSIGNED AGENDA DATE: \_\_\_\_\_

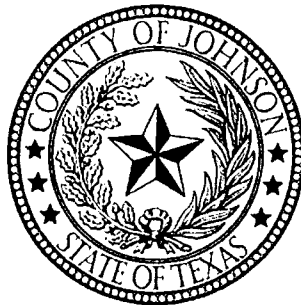
REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

JOB TITLE	G R	BUDG SAL
Payroll Administrator	108	52,000.00
WC/Safety Coord.	108	50,000.00

	Aug & Sept salaries	FICA	MEDICARE	RETIREMENT	UNEMP	WC	TOTAL COST
Payroll Administrator	\$8,800	\$545.60	\$127.60	\$1,011.12	\$7.04	\$26.40	\$10,518
WC/Safety Coord.	\$8,462	\$524.65	\$122.70	\$972.29	\$6.77	\$25.39	\$10,114

\$20,632



<b>Job Title</b>	Payroll Administrator		
<b>Pay Grade</b>	108	<b>FLSA Status</b>	Non-Exempt

### **GENERAL SUMMARY**

Administers the complete payroll function to ensure that county employees receive their pay in an efficient, effective, accurate and timely manner and that all payroll records are properly maintained.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Performs all payroll processes.
- Audits employee's deductions every payroll to ensure their accuracy.
- Processes federal tax deposits, garnishments, etc.
- Prepares monthly bills for employee benefits.
- Assists employees, former employees and retirees with questions and problems relating to payroll.
- Reconciles retirement plan deductions and sends deduction reports to appropriate retirement companies.
- Processes quarterly Worker's Comp., Unemployment and 941 Tax Forms.
- Reconciles and processes W2's.
- Performs other related duties of a similar nature and level as assigned.
- Employees are required to comply with safety regulations, procedures, protocols, OSHA standards, and wear personal protective gear if required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

High School diploma or equivalent, with 3 years related experience. Combination of education and experience sufficient to successfully perform the essential functions listed above can be substituted.

## **KNOWLEDGE, SKILLS, and ABILITIES**

- Laws pertaining to W2's
- Maintain well-organized materials, files, systems and tools
- Adapt to changes in work situations and priorities
- Reason/analyze; use logic to identify and resolve problems
- Organize large volumes of detailed data and information
- Collect, organize, and interpret data and prepare accurate records
- Verify and maintain accuracy of detailed data and information, detect data errors
- Meet schedules and deadlines of the work unit
- Handle common inquiries or complaints
- Exercise good judgment and focus on detail as required by the job
- Work independently
- Read, analyze, and interpret standards, policies, procedures, and regulations
- Develop and write reports, policies, and correspondence
- Define problems, collect data, establish facts, and draw valid conclusions
- Calculate percent distributions, increase rates, and similar computations
- Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Use (or learn to use) computer software and systems applicable to the position
- Follow oral and written instructions and procedures
- Compare data from a variety of sources for accuracy and completeness
- Evaluate, organize, and summarize data and information
- Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position typically requires fingering, talking, hearing, seeing, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching and reaching.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Sedentary Work:** Performing the essential functions typically requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently. The work involves sitting most of the time.

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*Johnson County is an Equal Opportunity Employer.*

<b>Date created:</b>	02/06/15
<b>Dates revised</b>	