

## **PAYROLL COORDINATOR/SOFTWARE SUPPORT TECHNICIAN 49-Q**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for developing and overseeing the Countywide financial, payroll and timekeeping software programs. Duties include supervising and coordinating technical, complex account clerical work in connection with the preparation, completion and finalizing payrolls, payroll reports, timekeeping and New York State Employees Retirement transactions. Work is performed under the direction of the Deputy County Manager/Commissioner of Management and Budget and the Deputy Commissioner of Management and Budget with leeway for independently performing most of the duties of the position. Supervision is exercised over support payroll staff.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Manages, coordinates and schedules payroll staff to ensure all tasks are completed timely and accurately;

Ensures bi-weekly payroll, regulatory reporting requirements and terms of collective bargaining agreements as they relate to Payroll are interpreted , applied and completed efficiently and on a timely basis;

Formulates procedures regarding payroll operations;

Analyzes and makes recommendations to workflow procedures to increase efficiency, both within the payroll department and Countywide with respect to timekeeping, payroll and financial software;

Acts as liaison with all County departments and software vendors to determine needs and

solutions for problems regarding payroll, financial and/or timekeeping transactions;

Reviews the collective bargaining agreement provisions, procedures and codes used by the various County units to ensure accuracy of payroll reports;

Keeps abreast of current developments in the Payroll, financial and Timekeeping Software Systems;

Makes recommendations concerning the expansion of existing systems and/or purchase of new modules;

Compiles, prepares and presents a variety of reports, narratives and records;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of modern software for office productivity; thorough knowledge of concepts and terminology in the field of computerized payroll and timekeeping systems; good knowledge of laws, rules, contractual agreements and regulations related to the preparation of payrolls; good knowledge of New York State Retirement System, employee benefits and health insurance plans; good knowledge of the use, operation and routine identification of problems occurring with computer software applications; good knowledge of Business Arithmetic and English; ability to understand and interpret tabular data; ability to prepare detailed records and reports; ability to express oneself clearly, both orally and in writing; ability to plan activities for, train and supervise subordinate staff; good judgment; ability to

operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; ability to work well under deadlines; and good judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in a computer related field and eight (8) years of experience in software development, implementation and support, including at least two (2) years of supervisory experience in financial, payroll and timekeeping software processes and transactions and maintenance of financial records for a large number of employees; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in a computer related field and ten (10) years of experience as described in (A) above, including at least two (2) years of supervisory experience in financial, payroll and timekeeping software processes and transactions and maintenance of financial records; or
- (C) Graduation from high school or possession of a high school equivalency diploma and twelve (12) years of experience as described in (A) above, including at least two (2) years of supervisory experience in financial, payroll and timekeeping software processes and transactions and maintenance of financial records for a large number of employees; or

(D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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