

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

FIRE RESCUE PAYROLL SPECIALIST

Department: Fire Rescue
Pay Grade: 108
FLSA Status: Non-Exempt
Job Class: 6052
Risk Code: 8810

JOB SUMMARY

Responsible for providing administrative, payroll and human resources support to the Fire Rescue Department and performing advanced and highly complex work in timekeeping, payroll and leave issues pertaining to employees in the Fire Rescue Department. Maintains and validates information in the scheduling system, enterprise resource planning system and timekeeping system.

ESSENTIAL JOB FUNCTIONS

- Maintain knowledge and understanding of shift assignments, shift schedules, and union contract provisions relating to work hours, pay and stipends.
- Maintain and review payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, tuition repayments, overtime, deployment, and other deductions.
- Review all department time records to ensure they are accurate, complete and in compliance with applicable union contracts, policies and procedures.
- Coordinate the operation and administration of the department's scheduling system (Kronos-Telestaff).
- Prepares and submits timekeeping and other payroll information for all Fire Department employees for the twice monthly payroll.
- Prepares, maintains and update systems data and produces reports; reviews data for accuracy; and researches questionable entries and initiates corrective measures to resolve any problems.
- Organize, document and track pertinent data to meet department reporting needs related to leave buyout, out of class pay, holidays and personal days used, sick leave donation, etc.
- Assists Managers, Operations Chiefs and employees in scheduling annual leave time (vacations, holidays and other compensatory time).
- Reconcile leave time for all employees and communicates discrepancies to supervisors.
- Maintain confidential records for all personnel, in coordination with Human Resources and Payroll departments.

- Tracks Family Medical Leave Act use, sick leave abuse and annual leave in accordance with union contracts and the Marion County employee handbook.
- Tracks and calculates tuition reimbursement per department policy.
- Promptly respond to requests for labor, wage and benefit information from employees, managers and Chiefs for grants, budget and records requests.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position may be responsible for scheduling, assigning and directing the work of a small number of employees while they are on temporarily on light duty assignment. Responsibilities include providing on-the-job training, planning, scheduling, and coordinating work operations and providing feedback on job performance.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent, and two (2) years of progressively responsible related work experience (required). Two (2) years' work experience in payroll processing using an automated payroll system (required) (Fire service experience desired). Or any equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common union contracts, codes and regulations.
- Ability to respond to common inquiries or complaints from regulatory agencies or other county employees.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to work with mathematical concepts related to payroll, overtime, holiday pay, stipends, transport pay, built-in and additional overtime.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Proficient skill and ability to read, comprehend, analyze, balance, and reconcile accounting and payroll records and to prepare accurate and clear accounting records, worksheets, charts, and reports.

- Ability to effectively handle confidential, difficult and sensitive issues by using tact, and diplomacy.
- Ability to anticipate, analyze, diagnose, and problem solve.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to study manual work processes to determine most effective methods for essential tasks.
- Knowledge of fire service payroll practices and methods, union wages, and labor-management agreements and FLSA requirements.
- Knowledge of federal and state employee leave policies (e.g. Family Medical Leave Act (FMLA) and Family Care Act (FCA)).
- Knowledge of government organization and administration and of the legal basis of government.
- Knowledge standard software packages, e.g., word processors, report writers, database applications, spreadsheets, project schedulers.
- Knowledge of research techniques, methods, and practices.
- Knowledge of automated payroll systems, general accounting practices and procedures, applicable laws, codes and regulations, and general auditing functions.
- Ability to conduct manual and electronic research, analyze, and interpret findings for preparing reports.
- Ability to deal courteously and tactfully with members of the public and coworkers.
- Ability to establish and maintain effective relationships with co-workers, department management and other county staff.
- Ability to plan and organize and meet multiple deadlines.
- Ability to remain calm in stressful situations.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to reach with hands and arms, climb or balance, taste, or smell; will regularly be required to stand, walk, and talk or hear; and will frequently be required to sit and to use hands to finger, handle, or feel.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.