

Ramsey County Job Class Title: Budget and Accounting Analyst 4 (0263)

Specific Duties Assigned to Payroll Manager

- Manage, direct and oversee countywide central payroll unit and preparation of biweekly payroll, and biweekly, quarterly and annual reporting in accordance with Federal, State and other laws and regulations. Manage, train and give direction to professional and support staff in carrying out the duties and responsibilities of the payroll unit.
- Evaluate and recommend payroll management strategies to provide payroll information and advice to county officials and participate in payroll operations so that sound payroll management decisions are made.
- Manage and monitor audits of payroll data and systems conducted by internal and external auditors. Oversee payroll reporting systems to ensure adequate and timely compliance with or Federal and State rules and reporting requirements.
- Develop, implement and oversee internal controls of payroll system.
- Develop and prepare payroll reports, schedules, spreadsheets, analyses, notes and correspondence. Develop and prepare reports to Director of Budget and Accounting, Department Heads, and Department Payroll Contacts, and required reporting to all outside agencies.
- Research process for the best payroll practices and business process improvements. Recommend or implement payroll requirements and payroll management guidelines.
- Develop and implement payroll policies, procedures and controls by reviewing the requirements provided by Ramsey County Personnel Rules, Benefits Policies, and Union Contractual obligations, Federal and State laws and rules.
- Lead or participate in business process improvement initiatives within the department and outside the department. Participate in outside boards and committees representing the county's interests.
- Keep informed of numerous changes in Federal and State Tax withholding laws, PERA laws, collective bargaining agreements, Personnel Rules, Salary Plan and Rates of Compensation, salary schedules.
- Implement policies and procedures to meet County responsibilities with respect to labor agreements. Work with Human Resources during negotiations on specific contract items which will impact compensation and other payroll issues.
- Analyze and recommend changes in countywide processes to improve efficiency in payroll system maintenance.
- Apply technological advances in applications of assigned work area and including payroll conversions and lead others in applying the same. Ability to use a wide range of current, modern, job-related equipment, software and computer applications. Ability to create simple and complex queries in PeopleSoft database.

- Work on behalf of various departments throughout the County to meet their needs in identifying requirements essential to a payroll application. Facilitate complex problem-solving activities based on the mission and vision of the organization.
- Utilize appropriate methods to ensure desired results and successful completion of various projects' scopes, budgets and time frames. Coordinate deadlines and processes with other departments so that the payroll process can respond to varying cyclical and seasonal deadlines.
- Identify problems and areas for improvement of efficiency associated with the payroll process, respond to complaints, and provide information to employees, citizens, public officials, or outside agencies. Conduct research, analyze issues related to problems, conduct comparative analyses, and offer creative solutions to resolve the issues.
- Lead, monitor, provide work direction, and coach employees, and participate in their development. Develop short and long range plans for payroll staffing, training, work projects and related issues. Transfer expert knowledge to others, positively influence employees, and encourage individual participation and creativity.
- Coordinate customer service efforts and promote, through example and leadership, effective customer service.
- Manage special projects and perform other duties as assigned by the Director of Budget and Accounting.