

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6966  
Pay Grade: C01

FLSA: Exempt

**PAYROLL SPECIALIST**

**MAJOR FUNCTION:**

This professional position has responsibility for supervising and training payroll transportation compound account clerks and coordinating their general daily operations. Also, assists the Manager, Payroll Operations, in planning, organizing, and implementing the Time Management Systems automated time collection system for transportation payroll bus compounds and integrating the functions of the dispatchers, bus compound supervisors, field coordinators and payroll compound account clerks. Work performed involves discretion and independent judgment based on experience and/or knowledge of policies, procedures, contracts and federal/state regulations. Work is performed under the general direction of the Manager, Payroll Operations, and is reviewed through observation and evaluation.

**DUTIES AND RESPONSIBILITIES:**

- Supervises, trains and evaluates assigned personnel in the performance of designated work activities in the processing of bus drivers payroll.
- Oversees the general daily operations of the payroll transportation team including, but not limited to, time collection, and adjustments to bus drivers' work schedule.
- Assists in administering, supervising and distributing payroll compound account work loads.
- Works with supervisor in hiring and transferring payroll compound team personnel.
- Directs the payroll compound account clerks in the resolution of bus drivers disputes regarding their payroll check.
- Recommends procedures to the Manager, Payroll Operations, to improve internal control and streamline various team activities.
- Supervises and manages the department's enterprise automated time collection – Time Management System; trains staff on system use and coordinates the Department's time processing activities with the bus dispatchers, bus compound supervisors, field coordinators and the Data Processing Department.
- Oversees the processing of daily check in/check out time punches, work absences, sick leaves, personal leaves, jury duty, TDE, etc.
- Processes payroll adjustments for transfers, leaves, terminations and resignations.
- Coordinates the processing of related paperwork.
- Designs, monitors and assists with the compilation of activity reports.
- Distributes all reports to the affected stakeholders of the TMS integrated management system.
- Interprets edit reports and directs the team in making corrections into the TERMS payroll system.
- Implements policy changes affecting bus driver pay.
- Oversees the distribution of reports that accompany bus drivers pay checks.
- Provides support for the modification of IS programs affecting bus drivers pay.
- Assumes leadership role in team building activities, data collection/analysis/ communication, process improvement, and compliance with policies and procedures.
- Meets routinely with the Payroll Operations Manager to discuss the implementation of new policies and procedures.
- Designs and maintains a payroll operations manual for the payroll compound account clerks.
- Performs other related duties as assigned.

## **PAYROLL SPECIALIST**

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university and three (3) years of progressively responsible related experience or an Associate's degree, or equivalent, from an accredited college or university and five (5) years of progressively responsible related experience. A year of related experience may be substituted for each year of the educational requirements stated above. This experience must include at least three (3) years in a supervisory or other leadership capacity.

### **PREFERRED:**

Experience as a team leader or other leadership position.

ISSUED: 9/03 AK; BOARD APPROVED: 9/23/03

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**PAYROLL SPECIALIST**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Payroll Specialist - PTS