



Payroll Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PAYROLL SPECIALIST I	1291	B15	\$38,976 - \$58,045
PAYROLL SPECIALIST II	1292	B17	\$42,976 - \$64,469
PAYROLL SPECIALIST III	1293	B19	\$48,244 - \$76,028
PAYROLL SPECIALIST IV	1294	B21	\$54,278 - \$87,046
PAYROLL SPECIALIST V	1295	B23	\$61,184 - \$99,658
PAYROLL SPECIALIST VI	1296	B25	\$69,572 - \$114,099

GENERAL DESCRIPTION

Performs payroll processing work involving payroll preparation and maintaining payroll records.

EXAMPLES OF WORK PERFORMED

Processes and reviews automated and manual employee payrolls in compliance with applicable regulations, policies, and procedures.

Maintains appropriate payroll processing controls and assists with setups of deductions, garnishments, voluntary deductions, termination, Employee's Withholding Allowance Certificates (W-4s), and direct deposits, including returned monies and payment cancellations.

Answers questions and resolves issues related to payroll matters and tax issues.

Processes new hire orientation paperwork.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level VI may also perform work listed within the previous levels.

Note: *Factors that may distinguish between journey levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related work experience, education, and certifications. Employees at the journey levels may independently perform the full range of work identified within current or previous levels and may assist others in performing work of greater complexity.*

PAYROLL SPECIALIST I: Performs routine (journey-level) payroll processing work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not

standard. Employees may also occasionally assist other staff in performing job duties of greater complexity.

PAYROLL SPECIALIST II: Performs moderately complex (journey-level) payroll processing work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may:

- Prepare and process overtime and vacation lump sum entries for payroll processing.
- Maintain, audit, and reconcile leave without pay, return to work retiree, and hourly reports.
- Prepare reports such as Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement; the Employer's Quarterly Federal Tax Return (IRS Form 941); and unemployment wages for submission to various state and federal agencies.

PAYROLL SPECIALIST III: Performs complex (journey-level) payroll processing work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop and maintain internal controls to ensure proper deductions and distribution of money collected for deferred compensation, flexible benefits programs, child support programs, IRS levies, and other deductions.
- Compile, audit, maintain, and reconcile employee leave records, such as extended sick leave, vacation accruals, and other available leave balances; and provide annual and/or monthly leave balance reports to employees.

Note: Senior-level employees (levels IV-VI) may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series will typically be found at the level V or VI, depending on the structure and size of the supervised workgroup.

Senior-level employees may perform the full range of work identified in the levels preceding their own and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the complexity of work performed; and the type, scope, nature, impact, or sensitivity of the assigned project(s). Other factors may include the employee's related work experience, education, and certifications.

PAYROLL SPECIALIST IV: Performs highly complex (senior-level) payroll processing work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Communicate and coordinate with other agency staff and external entities to research, explain, and/or resolve complex payroll, leave, or retirement-related questions, issues, and problems.

PAYROLL SPECIALIST V: Performs advanced (senior-level) payroll processing work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Process payroll transactions in accordance with applicable regulations, policies, and procedures; research critical transactions; and recommend alternative solutions.

- Ensure correct interpretation and application of various laws, codes, rules, accounting controls, and other matters pertaining to payroll operations.
- Review employee payroll and benefits policies, procedures, forms, and processes, and make recommendations for improvements.
- Develop and conduct specialized payroll training programs.

PAYROLL SPECIALIST VI: Performs highly advanced (senior-level) payroll processing work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in the field and may:

- Develop and implement strategic initiatives to improve payroll efficiency, accuracy, and compliance.
- Conduct audits of payroll and benefits systems to identify risks, errors, or inefficiencies and develop corrective actions.
- Represent the agency in high-level discussions and negotiations related to payroll, benefits, and retirement matters with external agencies or vendors.
- Manage payroll system integrations, upgrades, and maintenance, ensuring seamless functionality across platforms.
- Analyze complex payroll data and make high-level recommendations for policy changes or operational improvements.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in payroll processing work. Graduation from an accredited four-year college or university with major coursework in accounting is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of state governmental accounting, generally accepted accounting principles and procedures, office practices, and governmental regulations applying to accounting records; and of state and federal payroll rules, regulations, and laws.
- Skill in using a computer and applicable software.
- Ability to maintain confidential and sensitive information, to review payroll accounting records, and to communicate effectively.

Additional for Payroll Specialist III – V levels:

- Ability to provide guidance to others.

Additional for Payroll Specialist IV – V levels:

- Ability to serve as a lead worker providing direction to others.

Additional for Payroll Specialist V – VI levels:

- Ability to supervise the work of others.