

**Title:** Payroll/HRMS Manager  
**PG:** 67  
**Status:** Civil Service  
**Position Reports to:** Finance Director  
**Department:** Finance/Central Accounting

**Class Code:** 2259  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is responsible professional accounting, administrative, functional, and technical work involving responsibility for assuring that the City's Human Resource Information System (HRIS) and its various modules are operating accurately, reliably and to maximum capabilities. Work includes a broad understanding of accounting, administrative, functional and technical requirements. Supervision is exercised indirectly through subordinate managers and supervisors over all employees of the unit. Work assignments revolve around continuing deadlines associated with the biweekly payroll cycles, monthly and semi-monthly pension paycycles, and monthly, quarterly, and annual reporting requirements. Develops, test, implements new or modified systems to meet changing requirements and recurring deadlines. Work is subject to verification by periodic audits and a variety of internal automatic checks.

### **ESSENTIAL FUNCTIONS:**

1. Directs, manages and coordinates PeopleSoft projects related to Payroll and Accounting. Exhibits a thorough knowledge of both Payroll and Human Resources reports to the PeopleSoft system.
2. Identifies requirements, designs, documents, communicate/trains and audit use of processes and analyze results to support daily work flow for a variety of HRIS functions; to include Payroll earnings, benefits administration, tax reporting, labor distribution, time and attendance and other human resource data.
3. Manages and assists in the planning of the work of a group of paraprofessional and clerical employees engaged in maintaining the city's payroll records and generation of payroll and pension checks. This includes the coordination and preparation of calendars outlining periodic deadlines and assuring that the necessary resources are in place to meet those deadlines.
4. Promote proactive approaches using the HRIS to solve business needs/problems, while also enhancing the understanding and acceptance of the HRIS capabilities. Based on business need; negotiate priorities and support requirements with the IT Dept., functional staff at the field locations, and others as appropriate.
5. Review impending business issues that will have a direct impact on the HRIS and provide senior management with an assessment of the HRIS impact, scheduling considerations and other information requires for a complete business case.
6. Analyzes, plans, monitors, and tests programming changes to the computerized Human Resource Information System as needed to comply with changes in city policies, changes in informational requirements, and periodic upgrades to this system as provided by the software vendor.
7. Develop and continuously maintain various internal and external informational reports to provide routine information to managers in the field, various analytical options to assist in management decisions, detailed information to the Oracle Financial System regarding payroll and payroll related information, etc. These reports are also used to analyze system integrity, problems, to fulfill routine survey requests, and to provide support to the workpapers for the auditors.
8. Develop procedures to analyze, test and implements of HRIS software by executing project plans to provide communication, end-user training, testing and data analysis, including maintenance and updating information documenting changes or customizations to the HRIS for upgrades, research projects etc.,
9. Designs and generates standard and custom reports from Crystal Reports, readies data for additional manipulation in such programs as Excel/Word.
10. Supervises and assists in the preparation of regulatory reports including reports to the Internal Revenue Service, the Bureau of Unemployment Compensation, U.S. Labor Statistics, Workers Compensation, The State of Florida, etc.

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11. Develops, updates, and disseminates training manuals as well as coordinates training sessions for employees in the work unit and in other city departments regarding the proper use of the payroll module of the human resource information system and application of established city policies and procedures.
12. Work in conjunction with internal and external auditors and supervise the preparation and presentation of required work papers and information to support the activities in the designated areas of responsibility.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Skilled as a functional leader for PeopleSoft HRIS with a comprehensive understanding of concepts, use, and development of complicated relational databases technology.
2. Thorough knowledge of internal payroll policies and procedures as developed by the City of Lakeland including federal, state and locally regulation requirements associated with processing payroll.
3. Ability to plan, organize and supervise the work of a group of subprofessional and clerical personnel in a manner conducive to meeting deadlines, and high morale.
4. Ability to establish and maintain effective working relationships with subordinates other employees, City officials and the general public.
5. Ability to express ideas clearly, orally and in writing.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to bright/dim lights, pollen and dust.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university, with major course work in accounting, finance or related field. Master degree in Accounting, Finance or related field is preferred.
2. Four (4) years experience in payroll operations and operation of relational database computerized systems including two (2) years of supervisory experience.
3. Five (5) years experience in use of report writing tools attached to relational database systems.
4. An equivalent combination of education and experience that is directly related and equivalent to the foregoing specific requirements may be substituted.
5. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.