



Office of Human Resources  
Payroll Systems Administrator - CA3209  
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### General Statement of Duties

Performs full performance level professional providing technical expertise in support of Kronos Workforce Central Suite and Workday Payroll systems, including development, testing and resolution of issues regarding pay rules, work rules, leave accruals, pay codes, device management, leave of absence management as well as access profiles; ensure configurations adhere to Career Service (CS) Rules, Collective Bargaining Agreements, and State and Federal Wage and Hour Laws.

### Distinguishing Characteristics

The Payroll Systems Administrator is a stand-alone classification.

### Level of Supervision Exercised

None

### Essential Duties

Develops and maintains Pay Rules and Work Rules in the Kronos Workforce Central Suite including development of new rules based on changes to CS Rules and/or State and Federal Wage and Hour Laws. Performs comprehensive testing of new rules before being deployed and resolves issues/problems as necessary.

Maintains functionality and provide hardware support for the Kronos 4500 and InTouch Terminals (timeclocks). Develops additional functionality based on changes to CS Rules, State/Federal Wage and Hour Laws, and agency business need.

Ensures that the functions performed on the Intouch Terminals are mapped correctly through Workforce Device Manager and defined properly in the Pay Policies to ensure accurate calculation of time and pay.

Develops and maintains complex calculated and fixed leave accrual policies in the Workforce Central Suite in accordance with CS Rules and Collective Bargaining Agreements.

Establishes and maintains Function Access and Display Profiles in Kronos Workforce Central Suite to determine, based on position role, security and view ability within the system.

Utilizes advanced reporting tools in Kronos to determine compliance issues and changes to CS Rules, State/Federal Wage and Hour Laws as needed by Payroll staff.

Provides technical assistance and training to Payroll Division and other city agencies as requested, including guidance to resolve Windows program issues, instructions on entering or retrieving information from various sources, and offering best practices to optimize employee technological success.

Updates technical documentation to reflect company's usage profile. Understands and documents complex business/functional needs pertaining to time entry, scheduling, and labor reporting.

Conducts regular audits to ensure compliance on the use of the Kronos application.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Analyzing and Interpreting - Analyzes complex information and applies expertise to produce high quality work products.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Technical Problem Solving - Troubleshoots, diagnoses, analyzes, and identifies system malfunctions to determine the source and cause of the problem.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

Ability to develop and implement complex changes to Kronos pursuant to changes in the City Rules and/or State and Federal Wage and Hours regulations to ensure accurate implementation.

Advance knowledge of Kronos Workforce Central Pay Policies, as well as Career Service Rules and State and Federal Wage and Hour Laws to ensure correct time and pay calculations for accurate paycheck results.

Advance knowledge and functionality of Kronos Workforce Device Manager, the Kronos 4500 and Intouch Terminals.

Advance knowledge of interaction between all Kronos modules.

Strong knowledge of payroll and accounting.

Strong knowledge of Fair Labor Standards Act (FLSA).

Advanced knowledge of security and display settings within the Kronos system.

### Education Requirement

Bachelor's Degree in Computer Science, Information Systems, Business Administration, Finance, or a related field.

### Experience Requirement

Five (5) years of professional level experience working on Kronos Systems or similar experience with related Time Reporting Systems.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Work is primarily performed in an office setting and frequently at other locations for meetings. Work involves pressure due to multiple calls and inquiries and is subject to interruption.

**Level of Physical Demand**

2-Light (10 - 20 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Color vision: ability to distinguish and identify different colors.

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object; usually by hand, arm, or shoulder.

Accommodation: ability to adjust vision to bring object into focus.

Standing: remaining one one's feet in an upright position.

Stooping: Bending the body by bending the spine at the waist.

Talking: Expressing or exchanging ideas by means of spoken words

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot on uneven surfaces.

Walking: moving about on foot.

Written Comprehension

Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: A-814**

**FLSA Code: Y**

**Established Date: 10/6/2019**

**Established By: GT**

**Revised Date:**

**Revised By:**

**Class History:**