

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Payroll Section Supervisor

Position Number: 21011

Location: Helena

Department: Transportation

Division and Bureau: General Operations / People Operations Bureau

Section and Unit: Payroll

Job Overview:

This position is responsible for directly administering the Department's payroll and benefits for all employees. Manages and provides all direction and coordinates the development, implementation, testing, and training of all Payroll system changes and upgrades. Ensures system data is accurate, in compliance, and provided in an understandable format. Responsible for ensuring compliance with operating procedures through the direct supervision of Department personnel within the Payroll Section and coordination with other Department personnel. The position reports to the People Operations Bureau Chief and is responsible for supervising 4 employees.

Essential Functions (Major Duties or Responsibilities):

Agency Payroll Administration 80%

- Direct, plan and oversee the department's payroll and benefits administration. Supervise the preparation and production of timely and accurate bi-weekly payroll processing for approximately 2200 MDT employees statewide.
- Interpret and fully comprehend State and Federal policy and Union contracts to develop, implement, coordinate, and enforce department policies and procedures related to payroll.
- Responsible for documentation and conducting financial monitoring to ensure established division and departmental goals, objectives and priorities are met while maintaining cost efficiency. Establishes payroll reporting requirements within MDT at headquarters and in the districts and administer roles and access to payroll data and records.

- Communicate payroll system and policy changes and changes in payroll procedures to staff and agency personnel. Identify and communicate payroll related issues to District staff and partner in the development of timely solutions. Establish efficient bi-weekly, fiscal year end payroll processes, procedures, and timetables due to our internal MDT systems that interface with the State systems that have State Payroll deadlines.
- Conducts system reconciliations bi-weekly and/or monthly between systems. Assign and review the reconciliation activities in the Payroll Section for SABHRS accounts to identify unreasonable or inappropriate transactions and initiate corrective transactions or account adjustments. Monitors and maintains the accounting structure for SABHRS HR module to ensure that the proper coding structure is established and maintained.
- Provides payroll training for MDT's district Administrative Assistants across the state. Ensures and verifies all the work of the payroll techs is done appropriately. Identifies any training deficiencies and coordinates with District management to schedule and present the required training.
- Administers the department's internal electronic timesheet system (ETS) and the Oracle Payroll / PAY / PERS system. Directs and coordinates the development, implementation, testing, and training of these system changes and upgrades. This position must establish internal policies and procedures to ensure system data is accurate and provided in an understandable format. Conducts systems analysis and develops specifications for functionality enhancements, working with ISD to develop work requests and service tickets. Develops and implements user guides, manuals, and all training material for systems used by Payroll.
- Directs, coordinates and implements all payroll related changes due to Union contract ratifications. Works with the Human Resource team to ensure union information is correct. Ensures union issues relating to pay and hours, allowances, dues, and pension for MPEA, CRAFTS and AFSCME are processed and paid correctly and programmed appropriately.
- Develop processes and procedures to ensure employees are set up correctly in the systems and are contributing the appropriate amount to the designated pensions. Responsible for the monthly payments to the Pension Trust in accordance with Pension requirements, reconciles between the systems, and must produce all documentation for the Pension Trust Fund.
- Ensure the Union dues are set up for all employees that are required to pay union dues.
- Manages and coordinates all the payroll/union audits performed by Legislative Audit Division, MDT Internal Audit Unit, the Unions, MPERA or the Pensions. Coordinate with the auditors to first understand what information they need and then determine what reports need to be developed or produced to supply the correct documentation requested. Develop corrective action plans to ensure any non-compliance issues are resolved and corrected moving forward.
- Communicates with MDT Human Resources and State Payroll and Human Resources in regard to interpreting the union contracts, Legal Services, Legislative Audit Division for compliance issues, and Information Services Division (ISD) to troubleshoot, direct, and plan

system programming changes to ensure that the objectives relating to payroll administration are achieved.

- Designs, develops, and compiles payroll queries and reports when requested from areas of MDT.

Staff Management 20%

- Directly manages professional staff by reviewing and revising overall work plans, priorities and procedures and monitoring progress through regular meetings and consultations. Conducts staff meetings, disseminates data and promotes information exchange for support and advancement of Division, Bureau and Section goals.
- Identifies staffing needs, recruits and hires employees and allocates staff to adequately support the on-going operations and activities of the Section.
- Determines training needs of section staff and prepares, presents or coordinates training through personnel specialists to ensure that modern technologies and operational strategies are available.
- Evaluates, directs and coordinates the on-going operations and activities of the Section, including fiscal and accounting controls, to develop new processes and standards that promote integration, consistency and efficiency of various functions. Conducts workflow, cost and process analyses, determines specific areas of enhancement and develops and implements operational improvements.
- Evaluates the performance of all positions directly supervised and completes performance evaluations. Recommends, implements and monitors corrective actions. Enforces disciplinary policies to ensure consistency in application of disciplinary actions.
- Ensures that Section staff complies with State and Departmental personnel rules, regulations and policies. Resolves grievances at the lowest level whenever possible.

Supervision

The number of employees supervised is: 4

The position number for each supervised employee is: 07007, 07008, 21012, 21001

Physical and Environmental Demands:

Works in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

- Requires extensive knowledge of the Montana Codes Annotated, State and Federal policies, MDT policies, IRS regulations, the MOMS Manual, and Union contracts relating to the administration of payroll.
- Knowledge of personnel management, administration, and supervisory techniques.
- Ability to apply the theory, principles, practices and techniques of state payroll and benefits.
- Ability to effectively communicate in multiple forms.
- Ability to synthesize complex, abstract and often unrelated statistical information in order to conceptualize and implement new innovative theories.
- Ability to learn and utilize department and state payroll and accounting systems.
- Ability to interpret, thoroughly understand, and relay the intent of state and federal law, state policy, and union contracts, to MDT management and employees.
- Knowledge of all MDT payroll systems and their interfaces with other systems.
- Ability to problem-solve unique situations related to Payroll. Communicate any issues and solutions to the employee and/or management.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a bachelor's degree in Business Administration, Public Administration, Finance, Accounting, or a related field.

This position requires a minimum of 3 years of experience in payroll or a related field. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

☐ Fingerprint check

☐ Valid driver's license

☒ Background check

☐ Other; Describe

None Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

| | | |
|-----------------------------|--------------|-------------|
| Immediate Supervisor | Title | Date |
|-----------------------------|--------------|-------------|

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| Administrative Review | Title | Date |
|------------------------------|--------------|-------------|

My signature below indicates that I have read this job description.

| | | |
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| Employee | Title | Date |
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Human Resources Review

Job Code Title: Payroll Supervisor

Job Code Number: B2901M

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date