

PART I	HAWAII HEALTH SYSTEMS CORPORATION	02.335
	STATE OF HAWAII	02.336
		02.337

Class Specifications
for the Class:

PAYROLL SPECIALIST III, IV, and V
SR-20, SR-22, SR-24; BU:13

PAYROLL SPECIALIST III 02.335

Duties Summary:

Independently performs professional payroll related activities, time and attendance activities, ensures legal compliance, prepares financial reports, assists with payroll closing, balancing and transmission of payroll file and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility to independently perform payroll and time and attendance activities within a region of the Hawaii Health Systems Corporation. Work assignments are moderately complex and require the analysis and application of basic methods and techniques of payroll administration and applicable standards, guidelines, and rules and regulations relative to payroll law, Fair Labor Standards Act (FLSA), garnishments, levies, and collective bargaining agreements. Supervision received at this level is of a general nature, thereby requiring that assignments be performed independent of continual supervision.

This class may involve responsibility for the work of subordinate(s) that may include supervising various clerical and/or technical tasks.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)*

Review and analyze time and attendance activities which include but not limited to work procedures and methods are followed, verify timesheets for hours worked, keep track of vacation, sick leave, and other leaves taken; review and analyze payroll claims for payments to ensure accuracy, completeness and legality of all earnings and deductions which include but not limited to gather information on hours worked for each employee, calculate the correct amount by incorporating overtime, deductions, etc., receive

approval for payments when needed, address issues and questions regarding payroll from employees and managers, and prepare reports; recommend changes in procedures as needed. May plan, assign, coordinate and review the work of subordinate(s).

Knowledge and Abilities Required:

Knowledge of: General accounting and payroll practices; procedures for preparing and processing payroll; applicable Federal and State laws and collective bargaining provisions; electronic data processing; time and attendance systems; recordkeeping and report writing; and learn the principles and techniques of supervision.

Ability to: Understand and interpret laws, rules and regulations; understand and reconcile payroll records; maintain confidentiality of sensitive personal information of employees; effectively communicate both orally and in writing; analyze system issues and make recommendations; use spreadsheet and other automated tools to conduct payroll data analyses; work under pressure of recurrent deadlines with frequent interruptions; and establish and maintain effective working relationships with other departments/agencies and individuals.

PAYROLL SPECIALIST IV

02.336

Duties Summary:

Supervises and independently performs professional payroll related activities, time and attendance activities, ensures legal compliance, prepares financial reports, provides management advisory services, ensures the semi-monthly payroll is successfully transmitted timely and accurately to the payroll processing center, and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility to supervise and independently perform payroll and time and attendance activities within a region of the Hawaii Health Systems Corporation. Work assignments are highly complex and require the analysis and application of methods and techniques of payroll administration and applicable standards, guidelines, rules, and regulations relative to payroll law, Fair Labor Standards Act (FLSA), garnishments, levies, and collective bargaining agreements. Responsible for direct or indirect management advisory services. Supervision is general in nature and the payroll specialist is expected to be sufficiently expert in their knowledge and judgment so that there is only a cursory review of their decisions.

Examples of Duties: (*Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.*)

Plans, assigns, and supervises the work of staff performing payroll and time and attendance related activities to assure compliance with laws, rules, regulations, procedures, and to assure proper and consistent processing; may develop orientation and training for new and existing staff; review and analyze time and attendance activities which include but not limited to work procedures and methods are followed, verify timesheets for hours worked, keep track of vacation, sick leave, and other leaves taken; review and analyze payroll claims for payments to ensure accuracy, completeness, and legality of all earnings and deductions which include but not limited to gather information on hours worked for each employee, calculate the correct amount by incorporating overtime, deductions, etc., receive approval for payments when needed, address issues and questions regarding payroll from employees and managers; provides technical expertise for payroll issues and works with affected departments to resolve any problems; prepare reports; and recommend changes in procedures as needed.

Knowledge and Abilities Required:

Knowledge of: Working knowledge of accounting and payroll practices; procedures for preparing and processing payroll; applicable Federal and State laws and collective bargaining provisions; electronic data processing; time and attendance systems; recordkeeping and report writing; and the principles and techniques of supervision.

Ability to: Review and interpret laws, rules and regulations; review and reconcile payroll records; maintain confidentiality of sensitive personal information of employees; effective communicate both orally and in writing; analyze system issues; develop new work procedures; prepare clear and concise reports; use spreadsheet and other automated tools to conduct payroll data analyses; work under pressure of recurrent deadlines with frequent interruptions; and establish and maintain effective working relationships with other departments/agencies and individuals. Plan, layout, assign and review the work of others.

PAYROLL SPECIALIST V

02.337

Duties Summary:

Supervises the daily operations of a Payroll Department and may perform professional payroll related and time and attendance activities. Ensures the semi-monthly payroll is successfully transmitted timely and accurately to the payroll processing center, ensures

compliance with State statutes and related administrative directives and procedures; provides direction and guidance to subordinate staff; prepares financial reports; provides management advisory services; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility to supervise the daily operations of a Payroll Department in a region of the Hawaii Health Systems Corporation. May perform payroll and time and attendance activities. Work assignments are highly complex and require the analysis and application of methods and techniques of payroll administration and applicable standards, guidelines, rules, and regulations relative to payroll law, Fair Labor Standards Act (FLSA), garnishments, levies, and collective bargaining agreements. This class provides direction and guidance to staff and advice to supervisors and management on payroll matters. This class is responsible for the development of work methods and procedures for activities involving payroll and time and attendance and responsible for direct management advisory services.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)*

Plans, directs, and coordinates payroll and time and attendance related activities to assure compliance with laws, rules and regulations and procedures and to assure proper and consistent processing; develops policies, procedures, reference materials and controls to comply with legal requirements (e.g., State and federal laws, rules regulations; collective bargaining agreements; etc.); develops orientation and training for new and existing staff; manages relationship with payroll service providers, software vendors and other third-party vendors; collaborates with the Corporate Office to ensure that the State's job data information is accurate; coordinates with Human Resources to address issues, errors or communication for employee updates; plans, assigns and supervises the work of staff and take corrective action as needed; review, analyze, and prepare payroll-related reports for management; continuously seek opportunities to streamline payroll processes and improve efficiency; conduct routine audits as required; conduct and attend meetings as needed.

Knowledge and Abilities Required:

Knowledge of: Comprehensive knowledge of accounting and payroll practices; procedures for preparing and processing payroll; applicable Federal and State laws and collective bargaining provisions; electronic data processing; time and attendance systems; recordkeeping and report writing; and the principles and techniques of supervision. Strong attention to detail and analytical skills; strong organizational skills.

Ability to: Interpret and explain laws, rules and regulations; review and reconcile payroll records; maintain confidentiality of sensitive personal information of employees; proficient in payroll software and systems; effective communication abilities both orally and in writing; analyze system issues; develop new work procedures; prepare clear and concise reports; use spreadsheet and other automated tools to conduct payroll data analyses; work under pressure of recurrent deadlines with frequent interruptions; and establish and maintain effective working relationships with other departments/agencies and individuals.

This is the first class specification approved for the class, PAYROLL SPECIALIST III, IV and V effective July 16, 2024.

APPROVED: July 16, 2024

JUANITA LAUTI
VP & Chief Human Resources Officer