



# MORRISON COUNTY

## JOB DESCRIPTION

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Job Title: Payroll Specialist  
Department: County Administration  
Classification: Grade 10  
Reports to: Human Resources Manager  
Supervises: N/A  
Normal business hours: Monday – Friday, 8:00 AM – 4:30 PM  
Telecommute: Supervisory discretion  
Union: No  
FTE Status: 1.0 Full Time Equivalent  
Last Reviewed: 08/2024

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### **Nature of Work:**

This position is responsible for maintaining and directing the payroll functions for all county staff while applying policy, labor contracts, IRS rules, federal law, and MN statutes. Responsible for benefit balancing, billing, Classification and Compensation management and management of County HRIS system. Supports budgeting functions as they relate to payroll, benefits and fringe benefits, management of the classification and compensation policy, collaborates and supports human resource functions.

### **Communicates with:**

Internally – All staff.

Externally – Vendors, government agencies and public.

### **Supervision:**

N/A

### **Essential Work Functions:**

- Manages compensation which includes processing payroll. Maintain all staff pay rates, earnings, deductions and withholdings classification and compensation structure. Apply reimbursements, retro pays, labor contract applied pay, retention pays, etc. Import appropriate reports to build accurate accruals and timecards. Interface payroll with county wide financial system.
- Manages and maintains the County HRIS system and the classification and compensation process.
- Manages new year/end of year payroll requirements, policy changes, accruals, tax, and deduction. Proofs all new hire entries.
- Helps with the County cafeteria plan and benefits packages. Proofs annual contracts, serves on insurance committee, collects and analyzes insurance data for planning and implementation purposes.
- Participates and produces data for the budgeting process including but not limited to staffing, labor pays and fringe benefits.
- Produce reports vital to County operations bi-weekly, monthly, quarterly, and annually.
- Provides support for the HR manager regarding policy and contract interpretation, development, and research for legislative changes.
- Manages and conducts the benefits reconciliation and billing process.
- Creates and disseminates information to staff regarding benefits, open enrollment, policy and contract interpretation, HRIS System and legislative changes.

### **Other Work Functions**

- Performs related work as required.

### **Minimum Qualifications of Education and Experience:**

- Requires two years of formal training in tech or associate's degree.

- Three (3) years of relevant experience required.
- Ability to pass all position required background(s) and testing(s).

**Knowledge, Skills, and Abilities Required:**

- Valid MN Driver's License.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Understanding of the organization's goals and objectives.
- Good interpersonal skills.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner

**Persons with disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision			X	
Moderate (Up to 60 pounds of force)	X			
Challenging or threatening behaviors	X			
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_