POSITJON DESCRIPTION Position Number: 312540
Payroll & Benefits Program Officer

POSITION SUMMARY

Under the general supervision of the Director of the Bureau of Human Resources, this Section Chief position is responsible for the management of all aspects of a very complex and multi-agency payroll and benefits program. This position provides oversight and direction to classified and unclassified employees receiving payroll and benefits services that are located in all seventy-two counties, multiple attached boards and commissions, and consolidated agencies, in addition to the Department of Administration (DOA).

This position is responsible for developing and providing guidance on high level, complex policies. In addition, this position is also responsible for the functional design, maintenance, and operation of payroll accounting and tax functions and the payroll and leave recording systems, and other systems. The Section Chief position serves as part of the management team for the Bureau of Human Resources and works in collaboration with the other department management.

Program duties include the direction and management of all payroll and leave accounting. Unemployment Compensation, Worker's Compensation and fringe benefits services. This position provides training in payroll and fringe benefit processing for section staff. This position establishes efficient operating procedures and policies to assure the timely, accurate preparation of payrolls, reports and other documents mandated by statutes, administrative rules, collective bargaining agreements and other regulations. This position works collaboratively with DOA Central Payroll to ensure the proper processing of the bi-weekly payrolls for more than 2,000 employees.

TIME% GOALS AND WORKER ACTIVITIES

40% A. Manage, develop and administer policies and procedures that guide payroll and benefit activities for DOA, its attached Boards and Commissions, and HR Consolidated Agencies. ·

A1. Provide leadership and direction to payroll section staff in the provision of payroll and benefit services.

A2. Advise, direct and consult with payroll staff in the preparation of payrolls including the addition of new employees, payroll changes, discretionary compensation and equity/merit awards, annual pay plan adjustments for both non-represented and contractual employees covered by multiple different bargaining agreements, nonstandard time reporting and payroll auditing.

A3. Monitor and develop new policies, procedures, and practices to ensure consistent application and timely services. Independently take corrective action when necessary.

A4. Provide for consistent application of statutes, rules, policies and bargaining agreements by payroll section through leadership, training and mentoring.

A5. Serve as liaison with DOA Central Payroll, Employee Trust Funds, Office of State Employment Relations, State Payroll Council, the Wisconsin Department of Revenue, Social Security Administration, Internal Revenue Service as well as other state and federal agencies in problem-solving and identification.

A6. Develop forms for the ease of payroll administration in the Department.

15% B. Formulate, develop and implement policies and operating procedures which have a significant impact on the operations of many different agencies. Exercise great latitude in decision making and initiating corrective action.

B1. Provide department wide perspective in rule interpretation including compensation and salary plan administration and processing, wage adjustments for represented and non-represented employees, retirement policy, leave policy, procedure administration, Unemployment Compensation, Worker's Compensation, PTA Web, leave accounting and numerous complex insurance programs.

B2. Coordinate the review and analysis of existing policies, practices and procedures to improve quality and timeliness of payroll and benefit services to all entities served.

B3. Develop and recommend policy and operating practice modifications and revisions in order to ensure accurate and timely provision of services. Such policies potentially commit agencies' resources.

B4. Act as liaison with all Departmental divisions and the Bureau of Human Resources on policies and procedures relative to these programs. Furnish functional guidance and appropriate training to Departmental personnel.

B5. Develop new or revise existing sections of the Employee Handbook and the Hiring Managers resources pertaining to payroll administration as necessary, which includes policy development.

10% C. Development and maintenance of complex automated and manual systems for the processing of payroll and benefits.

C1. Research and analyze computer program needs of the section and develop and effectively recommend new programs or current program changes and/or improvements, including serve as a subject matter expert in the development of new enterprise initiatives. Recommend new programs or improvements to existing programs.

C2. Represent the business functions of BHRS in system development work for any of the existing systems or for new systems that may be under development.

C3. Respond to questions in the preparation of payroll and related payroll reports in maintaining and updating the leave accounting system for departmental employees.

15% D. Supervise payroll and benefits section staff.

D1. Supervise payroll and benefit staff to insure uniform policy application, timeliness and accuracy of work output.

D2. Develop performance standards to maximize productivity, conduct periodic performance evaluations and recommend training to facilitate the meeting of performance standards or for career or personal development.

D3. Interview and recommend for selection potential applicants for position vacancies.

D4. Train payroll staff in payroll and leave accounting procedures as necessary.

D5. Actively contribute to efforts to attract, employ and advance Affirmative Action target group employees in permanent, part-time and limited term employment. Coordinate these efforts with the Bureau of Human Resources staff.

D6. Utilizing WiSMART, approve all agency payments for payroll and related items.

15% E. Administer and manage comprehensive employee benefits programs for the Department.

E1. Coordinate the provision of benefit counseling programs including the "New Employee Orientation Program."

E2. Provide technical consultation and advice to program managers on unemployment and Worker's Compensation benefits and claims, management of costs and pursuit of appeals.

E3. Work closely with legal counsel in development of cases for administrative and court appearances: furnish data and make recommendations on settlements and implement agreements.

E4. Supervise the preparation of monthly and quarterly reports from Wisconsin Retirement Funds, Public Employees Social Security Fund, Federal and State Withholding Taxes data. Approve payments for employer and employee contributions for retirement and Social Security.

E5. Supervise the preparation of insurance reports on a monthly basis for Health, Life, Income Continuation, Epic Insurance, AD&D, ERA, Dental, Vision Care; approve all payments in WiSMART including employer and employee contributions.

E6. Year End Reports: Oversee the review for accuracy and arrange for the distribution of the Federal Tax Withholding Statements (W2) forms; compile year end reports for state and federal taxes, and social security and retirement contributions for DOA and other agencies, compile year end reports for life and income continuation for all agencies.

E7. Prepare information for communications regarding changes in benefits, payroll policy or for other payroll and benefit information of general interest to employees.

5% F. Participate as a member of the bureau's management team.

F1. Participate in management meetings by providing updates on issues facing the section.

F2. With other supervisors and managers, develop bureau performance standards, measures and report formats for communication with staff.

F3. Participate in the development of bureau meeting agendas and programs.

F4. Complete special projects as required.

KNOWLEDGES AND SKILLS

1. Knowledge of management principles and sound practices.
2. Knowledge of collective bargaining contracts.
3. Knowledge of the state compensation plan.
4. Knowledge of rules and statutes relating to payroll administration and civil service.
5. Knowledge of a wide variety of benefit availability and eligibility including leave accounting, Worker's Compensation, Unemployment Compensation and various insurances. ·
6. Knowledge of the State retirement program, Social Security, State and Federal Withholding Taxes.
7. Knowledge of supervisory and leadership techniques, principles and practices.
8. Knowledge of basic accounting principles and practices.
9. Knowledge of public administration principles.
10. Knowledge of computer information technology including HR information systems, payroll and financial systems and Microsoft Office Suite.
11. Knowledge of policy analysis and development techniques.
12. Knowledge of training and instructions methods, including material presentation.
13. Skill in verbal and written communications.
14. Skill in establishing and maintaining effective interpersonal relations.
15. Effective critical thinking and analytical skills.
16. Knowledge of PeopleSoft Human Capital Management system.