

Class Specifications
for the Class:PAYROLL SYSTEMS MANAGER
EM-03:BU:35Duties Summary:

Administers all payroll related activities system-wide for Hawaii Health Systems Corporation, directs the time and attendance activities; provides staff assistance on administrative matters; serves in a liaison capacity with staff personnel; and performs other related duties as required.

Distinguishing Characteristics:

This class involves responsibility for managing system-wide payroll related activities for Hawaii Health Systems Corporation and also the time and attendance and Scheduling programs for all facilities. This class provides staff assistance to the supervisor on administrative matters and serves in a liaison capacity with staff personnel. This class is responsible for the development of work methods, procedures and schedules for all activities involving payroll and time and attendance. The work involves responsible interpretation of laws, rules and regulations and intense problems of work organization and planning to meet deadlines. The work requires the establishment of controls to insure proper application of payroll procedures and appropriate coordination with other departments concerned with payroll.

Examples of Duties:

Plans, directs, controls and coordinates payroll and time and attendance related activities to assure compliance with laws, rules, regulations and procedures and to assure proper and consistent processing; meets with appropriate department staff to interpret and explain rules and regulations, laws and procedures and discusses problems in the processing of payroll and/or time and attendance programs; analyzes work procedures and methods and develops improvements; develops and maintains policies and procedures, and operational manuals and instructions on methods and procedures for payroll and time and attendance procedures; prepares reports on operations; analyzes work methods and procedures for work simplification and standardization; establishes and maintains user profiles and system security; provides notices and updates to appropriate departments as necessary; and coordinates with others for system changes and new or revised procedures.

Knowledge and Abilities Required:

Knowledge of: Laws, rules and regulations pertinent to payroll, pre-audit procedures; union contracts, electronic data processing; time and attendance systems and principles and practices of administration and supervision.

Ability to: Understand and interpret laws, rules and regulations pertinent to the work; secure and analyze facts and make administrative decisions; develop new work procedures; analyze work methods and procedures and make necessary improvements; maintain appropriate controls; prepare clear and concise reports; plan, lay out, assign and review the work of others; and maintain cooperative working relationships with others.

This is the first specification for the class, PAYROLL SYSTEMS MANAGER.

DATE APPROVED: June 8, 2006

JANICE WAKATSUKI
VP/Director of Human Resources