

TIME AND LABOR SPECIALIST II

JOB DESCRIPTION

Classification Responsibilities: A Time and Labor Specialist II is a paraprofessional class that performs a variety of assignments related to timekeeping and the Kronos timekeeping system. The primary responsibilities of this class include reviewing and auditing employee timecards, answering timekeeping questions from employees and supervisors, reviewing and approving workflow documents in HRM as they relate to timekeeping, and providing Kronos troubleshooting support to employees and supervisors. Incumbents will also perform minor configuration changes to Kronos, deliver timekeeping training, complete historical corrections on employees' timecards, manage Kronos Mobile application enrollments and issues, run and review specialized timekeeping reports, interpret data and analyze results using statistical techniques, enter timecard data, and work on special assignments. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the Time and Labor Specialist I class by the greater complexity of timekeeping tasks and the more comprehensive overall knowledge of the Kronos timekeeping system. Incumbents exercise initiative and independence in assigned duties and require additional timekeeping knowledge and experience. Employees may progress to this classification by a non-competitive criteria-based promotion upon meeting the specific criteria-based promotion requirements of experience, performance, and training. This class is supervised by the Assistant Time and Labor Administrator who reviews work through meetings, conferences, reports, and results achieved. This class is FLSA nonexempt. (The part-time class has been designated as a non-classified, non-merit system, at-will position.)

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Extensive (5+ years) experience of paraprofessional work involving supporting a timekeeping system or processing payroll OR good (1 - 3 years) experience working in the Time and Labor Division supporting the City's timekeeping system and processing payroll. Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Human Resources, Accounting, or closely related field may substitute for two years of the required experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience working with the Kronos timekeeping system as a superuser or in a support capacity.

ESSENTIAL FUNCTIONS

Communication: Establishes effective working relationships and communicates with City employees, vendors, and others to respond to timekeeping questions, resolve issues, and request and provide information. Prepares written communication with clearly organized thoughts and proper sentence structure, punctuation, and grammar. Presents ideas clearly, both verbally and in writing in both technical and nontechnical language as appropriate, shares information or knowledge, discusses alternative solutions, and addresses problems. Explains issues to supervisor and suggests options to troubleshoot complex timekeeping issues.

Manual/Physical: Operates a personal computer (PC) to review and approve timecards and HRM system transactions, writes e-mails and reports, tests and validates data. Creates and maintains simple configuration tables in Kronos and makes minor configuration changes in Kronos. Participates in regular meetings and conference calls with Time and Labor staff, vendors, and technical ITD staff. Operates a variety of standard office equipment, such as a PC, printer, and telephone. Meets scheduling and attendance requirements.

Mental: Prioritizes own work to successfully complete assignments or projects. Uses knowledge of City Personnel Rules and FLSA regulations to apply to timekeeping questions, HRM transaction review of Kronos rules and approval of transactions, and timekeeping system configurations. Validates data in both a test and production system environment. Converts queries into reports and reviews data for missing or incorrect information. Uses Access and Excel to analyze data and create statistical reports. Develops training and testing materials for City employees related to the Kronos timekeeping system. Assists Time and Labor management in the development of custom Kronos reports. Resolves procedural, operational, and other work-related issues by contacting appropriate personnel. Comprehends, makes inferences from, and interprets written materials, including City and department policies, procedures, standards, correspondence, and computer software manuals. Learns job-related material through on-the-job training and through conferences and classes.

Knowledge and Abilities:

Knowledge of:

basic computer information systems and information technology terminology and concepts;
methods and policies as related to timekeeping;
City Personnel rules, regulations and policies related to timekeeping;
FLSA regulations; and
data analysis methods and techniques.

Ability to:

address employees' timekeeping questions and provide accurate information;
maintain confidentiality requirements;
use Excel and Access to analyze data, create visual and statistical reports;
use computer timekeeping software to audit timecards and create reports;
communicate with and instruct others using technical and non-technical language;
learn new technologies through training, classes, and conferences;

perform routine assignments independently;
prioritize workload;
review and analyze information from reports; and
establish and maintain effective working relationships with City of Mesa employees, supervisors, management, Time and Labor team members, ITD technical staff and external vendors;

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/20

GL/js/aa

CS4524.DOCX (Full-time)

CS4527 (Part-time)

EEO - Para

JOB FCTN - OFF

INCREMENTS 53-200

PAY GRADE 45

PAY GRADE 45

IND - 8810

SWORN - No