

TIME AND LABOR SPECIALIST III

JOB DESCRIPTION

Classification Responsibilities: A Time and Labor Specialist III performs specialized paraprofessional duties of considerable difficulty to administer and support the Kronos timekeeping system used by the City and users. The primary responsibilities of this class include reviewing and auditing Citywide timekeeping data to ensure accuracy for the interface with payroll; auditing employee timecards and the work of Time and Labor Specialist Is & IIs; answering timekeeping questions from Time and Labor Specialist Is & IIs, employees, and supervisors; reviewing and approving workflow documents in HRM as they relate to timekeeping providing advanced Kronos troubleshooting support to employees and supervisors; and training Time and Labor Specialist Is and IIs employees. A Time and Labor Specialist III also performs complex multi-level configuration changes to Kronos, develops and delivers Citywide timekeeping training, completes historical corrections on employees' timecards, manages Kronos Mobile application enrollment and issues, runs and reviews specialized timekeeping reports, conducts data analysis for various timekeeping lifecycles and identifies, analyzes, and interprets trends or patterns in complex data sets; provides supportive data for departmental change initiatives; and works on special assignments. This class performs related duties as required.

Distinguishing Features: Time and Labor Specialist IIIs possess advanced technical knowledge of the timekeeping system, have the ability to explain and interpret technical timekeeping information, work independently and without specific instruction; and regularly exercise independent judgment. Time and Labor Specialist IIs may also progress to the Time and Labor Specialist III class by a non-competitive criteria-based promotion upon meeting the specific CBP 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 distinguished from the Assistant Time and Labor Administrator by the latter's increased responsibility and autonomy of time and labor duties include multifaceted Kronos systems configurations, development of complex reports, development of standardized reporting protocols, leading projects, supervisory responsibilities, and decision-making authority regarding both timekeeping and leave administration. This class is FLSA non-exempt. 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 an accredited college or university with an Associate's Degree with coursework in Human Resources, Accounting, Business Administration, Public Administration, or related field. Extensive (5+ years) experience involving supporting a timekeeping system or processing payroll or considerable (3 - 5 years) as a City of Mesa Time and Labor Specialist I/II. 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. Lead or supervisory experience and training experience are highly desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Establishes effective working relationships and communicates with other City employees, vendors, and others to respond to timekeeping questions, resolve issues, and request Time and Labor Specialist and provide information. Prepares written communication with clearly organized thoughts and using the proper sentence structure, punctuation, and grammar to create documents which may include training materials. Presents ideas clearly, both verbally and in writing in technical and nontechnical language as appropriate, to share information or knowledge, discuss alternatives, and address problems. Explains issues to Assistant Time and Labor Administrator to troubleshoot more complex timekeeping issues. Participates in regular meetings and conference calls with Time and Labor staff, vendors, and technical ITD staff.

Manual/Physical: Operates a PC to review and approve timecards and HRM system transactions, write e-mails and reports, test and validate data. Creates and maintains complex configuration tables in Kronos and makes multi-level configuration changes in Kronos. Operates a variety of standard office equipment, such as a PC, printer, and telephone. Meets scheduling and attendance requirements.

Mental: Prioritizes own work to complete assignments or projects. Understands and interprets City Personnel Rules and FLSA regulations and applies them to timekeeping questions, HRM transaction review of Kronos rules and approval of transactions, and timekeeping system configurations. Reviews and audits timekeeping data to ensure accuracy. Reviews and approves workflow documents in HRM. Provides advanced Kronos troubleshooting support and training. Completes historical corrections on employees' timecards. Troubleshoots Kronos Mobile application enrollment and issues. Runs and review specialized timekeeping reports and Assists Time and Labor management in the development of custom Kronos reports. Conducts data analysis for and interpret trends or patterns. Provide supportive data for initiatives. 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. 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:

business processes and operational knowledge including functions, procedures, processes, and computer systems;
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;
applicable Federal and State laws, regulations, FLSA regulations;
Kronos timekeeping system; and
data analysis methods and techniques.

Ability to:

review and audit Citywide timekeeping data to ensure accuracy for the interface with payroll;
address employees' timekeeping questions and provide accurate information;
provide advanced Kronos troubleshooting support and training;
maintain confidentiality requirements;
review data, see relationships and patterns
use Advanced skill level in Excel and Access to analyze data, create visual and statistical reports;
use computer timekeeping software to audit timecards 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; and
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 5/23

CT/lb/co

CS4718.DOCX (Full-time)

EEO - Para

JOB FCTN - OFF

INCREMENTS 53-200

PAY GRADE: 47

IND - 8810

SWORN - No