

ASSISTANT TIME AND LABOR ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: The Assistant Time and Labor Administrator performs professional-level work with the City's timekeeping system. This classification is responsible for the day-to-day management of the Time and Labor Operations unit. Duties include direct supervision of the Time and Labor Operations staff; providing functional supervision for the Leave Administration unit (FMLA, Military, Leave related ADAAA (Americans with Disabilities Act Amendments Act), and Special Leave programs); interpreting federal and state laws, policies, and procedures and providing advice/assistance to Department Directors, Supervisors, Employees and Time and Labor staff as related to timekeeping and leave; performing complex timekeeping system configurations; working with the Information Technology (IT) Department to develop reports to troubleshoot timekeeping system issues and auditing of timekeeping data; analyzing information to troubleshoot timekeeping problems and recommending configuration, policy or procedural changes; reviewing and auditing work performed by Time and Labor staff; calculating time information for final checks; creating and delivering related training for City employees; meeting with departments to discuss special timekeeping software configuration; researching, analyzing, and resolving complex timekeeping operational issues within the organization; interfacing with IT or vendors to resolve issues as necessary; writing, maintaining, and supporting a variety of reports using the appropriate reporting tools; assisting in the development of complex reports; developing and maintaining a standardized business reporting protocol and ensuring data integrity and consistency in reporting; leading project assignments by coordinating activities; directing areas of project responsibility to include needs analysis, scope definition, testing strategy and implementation; performing Timekeeping duties as needed; managing updates to the Time and Labor SharePoint page, and performing related duties as required.

Distinguishing Features: An employee in this classification exercises considerable initiative and relative independence in determining work assignments and priorities for staff. This class is distinguished from the class Time and Labor Specialist II by the more complex Kronos system configuration, the advanced level troubleshooting of timekeeping system issues, and supervisory responsibility. This class is supervised by the Time and Labor Administrator who reviews work through meetings, reports, and overall results obtained. This classification acts as the Time and Labor Administrator in the absence of the Administrator. This class is FLSA exempt-administrative.

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 a Bachelor's Degree in Business Administration, Public Administration, Human Resources, Accounting, or closely related field. Considerable (3 - 5 years) professional level experience related to supporting a timekeeping system or payroll processing OR extensive (5+ years) paraprofessional level experience related to supporting a timekeeping system or payroll processing.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Working knowledge of Kronos Timekeeping system is highly desirable. Experience with data analytics, SQL, and advanced Excel experience to include pivot tables, v-lookup, creating formulas, etc., is preferred.

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: Communicates with Time and Labor staff, City and department management, other City employees, and vendors in order to establish and maintain effective working relationships, make effective oral presentations, and provide Time and Labor training. Provides guidance to City employees and supervisors on policies, processes, and procedures related to the Time and Labor Division. Communicates with Human Resources staff, Payroll staff, ITD staff, and Citywide department management regarding Time and Labor related issues, system changes, etc. Prepares reports, procedures, and other written materials and documents. Instructs and provides technical information to staff regarding the City's timekeeping system. Manages staff performance and prepares performance evaluations.

Manual/Physical: Reviews work products of staff to ensure compliance with procedures, laws and regulations, and City Personnel Rules and Management Policies. Observes subordinates' work performance. Reviews Advantage Human Resources Management (HRM) transactions for end user view and permissions and to ensure rules, and regulations are applied appropriately in the timekeeping system. Participates in the system design, development, testing, and implementation of Kronos modules (Workforce Timekeeping, Accruals, Activities, and Workforce Absence). Designs complex configuration changes, completes thorough testing, and implements changes in the four Kronos modules. Provides troubleshooting support to staff and other City employees for Kronos problems and conducts root cause analysis of system issues. Identifies calculation issues within timekeeping system and recommends design change for process improvement opportunities. Retrieves and analyzes data from the timekeeping system to prepare reports or to answer questions. Attends meetings with timekeeping system vendors, Citywide teams, or department supervisors and employees. Adjusts work schedule to meet deadlines for urgent Time and Labor situations. Updates Time and Labor SharePoint page. Meets scheduling and attendance requirements.

Mental: Plans, coordinates, assists and directs activities of paraprofessional staff in the Time and Labor Operations Unit. Provides functional supervision to staff in the Leave Administration Unit. Reviews and evaluates subordinates' work in progress and upon completion to ensure compliance with Time and Labor procedures, federal and state laws and regulations, and City policies. Performs mathematical calculations, statistical computations, overpayments analysis and special reports for information being requested. Identifies and resolves operational problems as they relate to timekeeping issues. Addresses, documents, and resolves performance problems with subordinates. Makes decisions regarding the hiring, training, and discipline of Time and Labor personnel. Interprets and explains Time and Labor policies and the Personnel Rules. Comprehends and makes inferences from written material. Reviews and calculates time and leave accrual information for final paychecks.

Knowledge and Abilities:

Knowledge of:

Time and Labor and Payroll processes, procedures, and policies;
City Personnel Rules and Management Policies;
Kronos timekeeping system;
City leave programs and applicable laws;
HRM organization structure;
federal and state laws and regulations relating to timekeeping, leave, and payroll;
statistical analysis, methods, and techniques;
effective report writing techniques and methods; and
the principles and practices of employee supervision, evaluation, and training.

Ability to:

supervise, plan, organize and prioritize work;
answer questions and resolve problems related to timekeeping and leave;
identify and resolve procedural and operational timekeeping problems;
perform audits on timekeeping data to identify problems and recommend solutions;
prepare written communication, reports, and training materials;
make effective oral presentations, individual and group trainings; and
establish and maintain effective working relationships with City employees, subordinates, and 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 5/20

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JOB FCTN- OFF

INCREMENTS 43-200

PAY GRADE 50

IND - 8810

SWORN No