

TIME AND LABOR ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: The Time and Labor Administrator performs responsible professional-level work in the oversight of the Kronos timekeeping system and associated staff. Duties include: oversight of the day-to-day activities of paraprofessional-level staff involved in maintaining, updating, auditing, and verifying compliance within the Kronos timekeeping system; configuring, updating and managing the KRONOS Citywide Timekeeping system to meet the City's timekeeping requirements; creating, revising, and maintaining management policies, procedures, and administrative polices related to the Kronos timekeeping system and Time and Labor functions; performing audits and analyzing data to make recommendations, providing quality control, verifying accuracy, identify trends and presenting information to management staff; reviewing and maintaining organizational structure information in HRM; oversight of Workforce Absence Manager (WAM) leave cases such as Military Leave and Donated Leave; providing training, communication and outreach to employees and supervisors; reviewing, writing, analyzing and reporting on business cases submitted by departments; developing reports for Kronos Dashboard; managing vendor relations by attending meetings, participating in design session, and representing the City of Mesa at user groups; providing back-up to various payroll and HRM functions; participating as a member of the ERP Operations board and various other Citywide teams; and performs other duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Critical decisions made by the incumbent include staff selection and development; creation, interpretation, and explanation of the Time and Labor procedures and policies, Personnel Rules, and state/federal laws to department heads, staff members, other employees; making time and labor decisions that may have Citywide impact. The Time and Labor Administrator exercises relative independence in determining work assignments and priorities and determines staff work assignments. This class receives general supervision from the Human Resources Director, who reviews work through conferences and the evaluation of overall results achieved. This class is FLSA exempt-executive.

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 Human Resource Management, Public or Business Administration, or related field. Extensive (5+ years) professional-level human resources experience including some experience in a centralized agency OR time collection methodology and labor administration. One year lead/supervisory experience.

Preferred/Desirable Qualifications. Working knowledge of Kronos Timekeeping system is highly desirable. Public sector personnel experience, graduation from an accredited college or university with a Master's Degree in Personnel or Public Administration, and/or certification as a Professional in Human Resources (PHR) from the Human Resources Certification Institute (Society for Human Resource Management (SHRM) are highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with management, other City employees, and vendors in order to establish and maintain effective working relationships, make effective oral presentations, and provide training. Provides guidance and counseling to City employees and departments on policies, processes and procedures related to Time and Labor. Train employees in a classroom setting. Prepares special reports, studies, and proposals which include recommendations to City management, procedures, schedules, and other written materials and documents. Instructs and gives technical advice to staff regarding the KRONOS timekeeping system, and interpretation and application of the City's Personnel Rules, management policies, and federal/state laws related to Time and Labor. Clarifies Personnel Rules for management, City employees, and the general public as they relate to Time and Labor.

Manual/Physical: Reviews work products of others to ensure compliance with acceptable time keeping procedures, federal and state laws and regulations, and City Personnel Rules. Observes subordinates' work performance. Drafts or revises City management policies related to Time and Labor. Reviews HRM transactions for conformance to established timekeeping procedures, rules and regulations. Participates in the system design, development, and implementation of KRONOS modules. Performs configuration changes and testing of Kronos modules. Provides troubleshooting support to both functional and technical staff for complex KRONOS problems and conduct root cause analysis of system issues. Analyzes the KRONOS system when new compliance requirements or Memorandums of Understanding (MOU's) are revised or updated to determine system changes. Identifies calculation issues within the KRONOS rule based timekeeping system (i.e. shift differential) and analyzes pay rule design for process improvement opportunities. Researches and promotes timekeeping system methodologies and innovations. Coordinates upgrade activities including: identifying weaknesses, gaps, and areas for improvement in existing timekeeping modules and finding solutions in future software versions to increase the user experience. Updates human resources organizational units or alters department organizational structures when departments initiate changes. Writes, responds to, and submits business cases to City Manager Designees and/or Governance Board for approval. Retrieves and analyzes data from the timekeeping system to prepare reports or to answer questions. Attends committee meetings with Kronos vendor, Citywide teams, or other related agencies.

Mental: Plans, coordinates, and directs activities of para-professional staff in the Time and Labor section. Reviews and evaluates subordinates' work in progress and upon completion to ensure compliance with acceptable Time and Labor practices, federal and state laws and regulations, City Personnel Rules, and departmental operating policies and procedures. Establishes work standards, operating procedures, and work-related goals. Identifies and resolves operational problems consistent with accepted practices and directs the correction of these problems. Resolves performance problems and counsels subordinates. Assists in hiring and terminating personnel. Adjusts work schedules to meet emergency situations. Interprets and explains Time and Labor policies and the Personnel Rules. Participates in or oversees the development of training programs specifically related to Time and Labor. Comprehends and makes inferences from written material.

Knowledge and Abilities:

Knowledge of:

Kronos timekeeping system;
HRM organization structure;

federal and state laws and regulations relating to timekeeping and payroll;
research and statistical methods applicable to personnel management;
statistical analysis, methods, and techniques;
effective report writing techniques and methods;
Time and Labor and Payroll processes, procedures, and policies;
City Personnel Rules and policies;
the principles of public administration and governmental organization structure and occupational groupings; and
the principles and practices of employee supervision, evaluation, and training.

Ability to:

supervise, plan, organize, coordinate, and participate in the activities of the Time and Labor section
identify and resolve procedural and operational problems;
perform audits on timekeeping data to identify problems, trends, and make recommendations;
plan, organize, and coordinate activities to accomplish work assignments;
conduct research and apply results to programs, procedures, and report recommendations;
serve on and/or chair various City committees;
prepare written reports and other materials;
make effective oral presentations;
communicate clearly both orally and in writing; and
establish and maintain effective working relationships with City officials, employees, subordinates, management, professionals, and the general public.

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.

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JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 57

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