

TIME AND LABOR SPECIALIST II

JOB DESCRIPTION

Classification Responsibilities: The Time and Labor Specialist II is a paraprofessional role responsible for supporting organizational timekeeping operations and systems. This position reviews and audits employee timecards to ensure accuracy and compliance, responds to timekeeping inquiries from employees and supervisors, and reviews and approves timekeeping-related workflow documents within the HRM system. The specialist provides troubleshooting support for timekeeping issues and ensures timely resolution. In addition, this role performs minor configuration updates to the timekeeping system, delivers timekeeping training, completes historical timecard corrections, and manages mobile timekeeping application enrollments and issues. The Time and Labor Specialist II runs and analyzes specialized timekeeping reports, interprets data using basic statistical techniques, enters timecard data as needed, and participates in special projects. Other related duties are performed as required.

Distinguishing Features: This class is distinguished from Time and Labor Specialist I by the increased complexity of timekeeping duties and a broader knowledge of the timekeeping system. Incumbents exercise greater initiative and independence and require additional timekeeping experience and expertise. Advancement to this classification may occur through a non-competitive, criteria-based promotion upon meeting established experience, performance, and training requirements. The position reports to the Assistant Time and Labor Administrator, who reviews work through meetings, reports, and results achieved. This classification is FLSA nonexempt. Part-time positions are designated as non-classified, at-will roles.

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 UKG products (timekeeping system).

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. Explain issues to supervisor and suggest options to troubleshoot complex timekeeping issues.

Manual/Physical: Operates a personal computer (PC) to review and approve timecards and HRM system transactions, writes emails and reports, and 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 complete assignments or projects within established deadlines. 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. Convert queries into reports and reviews data for missing or incorrect information. Uses Access and Excel to analyze data and create statistical reports. Develop 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 related to timekeeping;
City Personnel rules, regulations, and policies related to timekeeping;
Fair Labor Standards Act (FLSA) regulations data analysis, methods, and techniques; and
Microsoft 365 applications including Outlook, Excel, Word, Teams, and SharePoint.

Ability to:

address employees' timekeeping questions and provide accurate information;
maintain confidentiality requirements;
use Excel and Access to analyze data and 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 and manage time efficiently. 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 will 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 12/25

JB/js/ah

CS4524.DOCX (Full-time)

CS4527 (Part-time)

EEO - Para

JOB FCTN - OFF

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE 49

PAY GRADE 49

IND - 8810

SWORN - No

Non-DOT Random-N

DOT-N

INCREMENTS 71-200