

# Market Range Detail - Payroll/Time and Labor Specialist

## Effective Date

July 23, 2012

## Market Range Title Description

This market range title is reserved for positions that are responsible for centralized, professional Countywide accounting and payroll duties in the preparation and processing of Maricopa County's bi-weekly payroll using the Maricopa County Human Resources Information System (ADP). Primary duties include coordinating eTime functions such as leave case management, prior pay period corrections, schedule maintenance and leave adjustments; ensuring timely and accurate processing of employee hours submitted by County department payroll liaisons via eTime; troubleshooting issues and analyzing data from various eTime components; advising management on system improvements or procedural changes; analyzing time and labor data to ensure pay rules are properly populating; researching inquiries from departments regarding payroll issues such as incorrect checks, taxes, deductions, leave balances, shift differentials, etc. This position is distinguished from the Payroll Specialist-County because of the former's handling of the most complex time and labor payroll functions (garnishment processing, handling eTime Time and Labor pay rules, resolving effective dated issues, analyzing prior pay period corrections based on Time and Labor data, handling the leave case module, quickly and accurately identifying and processing changes in either eTime or EV5 by understanding the effect of a leave plan, FLSA or other key data change, etc.).

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$18.87	\$22.29	\$25.70

## Likely Minimum Qualifications

- Bachelor's Degree in Accounting or a related field
- One year of computerized payroll processing experience in a centralized payroll setting, preferably in ADP enterprise system.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

## Working Titles

- Payroll/Time & Labor Specialist

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.