



King County

Invites Applications for the Position of:

Payroll Supervisor

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 02/09/15 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 02/23/15 04:30 PM (GMT -8:00)

SALARY: \$30.70 - \$38.92 Hourly

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Civil Service, Full Time, 40/hrs Wk

DIVISION: King County Sheriff's Office

JOB NUMBER: 2014LL04370

SUMMARY:

This position is responsible for the supervision of 5 payroll support staff and for the accurate payroll administration of over 1,000 Sheriff's Office employees. The responsibilities of this position include a broad and varied range of administrative services such as personnel, problem solving, program development and administration functions of the payroll unit.

This recruitment will establish an employment list (valid for one year) to fill current and future Payroll Supervisor vacancies within the Sheriff's Office.

WHO MAY APPLY: This Civil Service position is open to King County employees and the general public. You can learn more about King County Civil Service hiring by accessing the website at: <http://www.kingcounty.gov/jobs/applying.aspx>.

WHERE TO APPLY: Visit our website at www.kingcounty.gov/jobs, or www.governmentjobs.com and complete the online application.

REQUIRED MATERIALS: The following materials are required:

1. A completed Government Jobs online application
2. Responses to the supplemental questionnaire
3. Letter of interest (cover letter) describing your background and how you meet or exceed the requirements for this position

Please Note: You must still completely fill out the application with your relevant education and work experience. Applications and/or Supplemental Questionnaires that state “see my resume” or “see my personnel file” are considered incomplete and will not be accepted. Applications that do not include a letter of interest are incomplete and will not be considered.

You can attach multiple documents if necessary or required, such as your letter of interest and optional resume to your electronic application. Your options are:

- Copy and paste one or more documents into the text resume section of the application.
- Attach multiple documents/files in the resume attachment section.

WORK LOCATION: King County Courthouse in downtown Seattle; located at: 516 3rd Avenue, Seattle, WA 98104.

WORK SCHEDULE: Typical work hours are 40 hours per week, 7:30 AM – 4:30PM, Monday through Friday. Additional hours may be necessary to respond to workload needs, which may include evenings and weekends. This position is overtime eligible. UNION

MEMBERSHIP: Positions in this classification are represented by the Public Safety Employees Union (PSEU).

TESTING INFORMATION: This position will require technical tests and an oral board interview that are proctored in Seattle, WA, only. No out-of-area proctoring of the test or oral board will be conducted.

RECRUITER: If you have any questions regarding this job announcement, please contact Lisa Longdon, Civil Service Senior HR Analyst by email at lisa.longdon@kingcounty.gov.

JOB DUTIES:

- Provide leadership, supervision, direction, training in all aspects of payroll and related operations; overseeing, directing, monitoring work flow and work product of Payroll staff to complete all payroll work items by assigned deadlines.
- Participate in strategic planning efforts and develop and/or revise payroll policies and procedures for assigned work unit as necessary.
- Provide research and analysis related to financial data including payroll issues regarding overtime, special duty, salary earnings history, labor contract settlements and retroactive payments.

- Develop and manage special projects of limited scope within work unit
- Maintain a professional and consistent level of customer service; direct and assist staff in handling difficult or unusual payroll issues through research and interpretation of policies, contracts and procedures
- Make day-to-day payroll decisions that impact the Sheriff's Office contractual labor obligations. Decisions may impact the Sheriff's Office budget and often have significant expenditure impacts.
- Work with external auditors, labor negotiators, public disclosure requests and central payroll staff on myriad questions related to payroll
- Testify at labor arbitration hearings (when needed) as payroll subject matter expert for department
- Work closely with management to identify and interpret technical information on current payroll administrative policies and procedures and help resolve complex payroll problems related to labor contracts
- Coordinate with Central Finance and labor relations on contract implementation, COLA, payroll calendar development, future policies and computer systems conversions

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- 7+ years experience in payroll operations
- 7+ years experience in labor contract administration and interpretation
- Strong interpersonal, communication, conflict resolution and delegation skills
- Supervisory experience in payroll operations or related area typically gained through 7 + years of progressively responsible assignments
- Strong organizational and collaboration skills
- Excellent analytical and problem solving skills
- Demonstrated experience in basic research and information gathering

The King County Sheriff's Office relies on office automation products such as (Microsoft Office Version 7) and web based enabled tools, therefore candidate must be proficient and comfortable with computer use to perform functions associated with on-going work.

DESIRED QUALIFICATIONS: The most competitive candidates will have the following, additional highly desirable qualifications:

- PeopleSoft payroll experience
- Bachelor degree in accounting or related field or equivalent experience
- Payroll processing, work process development and analytical skills
- Multiple Labor Contract implementation and administration experience
- Large computerized payroll system processing experience (1000+ employee)
- Experience with public sector practices, including experience with labor relations
- Previous experience in law enforcement or public safety agencies

SUPPLEMENTAL INFORMATION:

IMPORTANT: Applications packets will be checked for required materials. Your application must provide clear and detailed information on your relevant education, training, work experience and history. Your application materials must validate your answers to the supplemental questions. If your answers cannot be validated, you will not proceed to the next steps of the selection process.

Applicants meeting the minimum qualifications will be further screened based on the ability to **follow instructions**, and the **clarity, completeness, and content** of their cover letter. This letter should include, why you are applying for the position of Payroll Supervisor with the King County Sheriff's Office, and how you meet or exceed the minimum qualifications and experience for this position.

The most competitive candidates will then be contacted for further testing. This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing, interviewing, and background investigation.

NECESSARY SPECIAL REQUIREMENTS: Valid driver's license or an alternate and reliable ability to travel to various locations including those which may not be served by public transportation.

By State law, applicants for Civil Service positions must be United States citizens who are able to read and write the English language.

All candidates who successfully meet the selection criteria and testing will be required to complete a comprehensive background investigation, including a polygraph examination. Offers of employment are contingent on passing a thorough background investigation.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Payroll Supervisor Supplemental Questionnaire

- * 1. You must be a current US Citizen to apply for civil service positions with the King County Sheriff's Office. Are you now a United States citizen?
 - Yes
 - No
- * 2. Can you read, write and speak the English language?
 - Yes
 - No
- * 3. The King County Sheriff's Office maintains a list of automatic disqualifiers for employment. This list can be accessed by clicking on this link [Automatic Disqualifiers](#). Please review the disqualifiers and respond to the following question before proceeding. Do you certify that based on your review of the automatic disqualifiers that you are qualified for employment with the King County Sheriff's Office?
 - Yes
 - No
- * 4. The background of all King County Sheriff's Office employees and applicants are thoroughly checked. The required background investigation will review and evaluate driving records, criminal records, employment histories, military records, personal and employment references, and related information. A polygraph examination is also required. Are you willing to undergo a background investigation and polygraph examination as part of the employment process?
 - Yes
 - No
- * 5. All information in your application, including your answers to the supplemental questions, will be confirmed in the course of the required background investigation and polygraph examination. Have you been completely honest with us when completing your application for employment and this questionnaire?
 - Yes
 - No
- * 6. Which best describes your highest level of education?
 - High school
 - Some college
 - Associate's or technical degree
 - Bachelor's degree
 - Master's degree
 - Other advanced degree
- * 7. If you have a degree or degrees, please list your field of study. (i.e. Public Policy, Public Administration, Business Administration, etc.)
- * 8. Do you hold any professional certificates in accounting, financial management or other relevant professional certification?
 - Yes

- No
- * 9. If you answered yes to the previous question, please list the title of the relevant professional certificate you hold?
- * 10. Please indicate your proficiency level with Microsoft Word.
- None - No experience with this skill set
 - Beginner - Occasionally use this knowledge/skill set, or have used it in the past
 - Intermediate - Knowledge/use of this skill set, though capable, ability limited
 - Expert - Fully proficient; routinely perform task using this skill set
- * 11. Please indicate your proficiency level with Microsoft Excel.
- No experience with this skill set
 - Beginner - Occasionally use this knowledge/skill set, or have used it in the past
 - Intermediate - Knowledge/use of this skill set, though capable, ability limited
 - Expert - Fully proficient; routinely perform task using this skill set
- * 12. Select the option which best describes your experience in law enforcement. Your application must support your answer.
- No prior work experience in a law enforcement agency or public safety organization
 - have previously or currently work in a law enforcement agency or public safety organization
- * 13. How many years of experience do you have in payroll operations?
- I do not have this experience
 - I have less than one year of this experience
 - I have at least one year of this experience, but less than three years
 - I have at least three years of this experience, but less than five years
 - I have at least five years of this experience, but less than seven years
 - have at least seven years of this experience, but less than ten years.
 - I have ten or more years of this experience.
- * 14. Please choose the response below that best describes your experience in labor contract administration and interpretation.
- I do not have this experience
 - I have less than one year of this experience
 - I have at least one year of this experience, but less than three years
 - I have at least three years of this experience, but less than five years
 - I have at least five years of this experience, but less than seven years
 - have at least seven years of this experience, but less than ten years.
 - I have ten or more years of this experience.
- * 15. How many years of supervisory experience do you have in payroll

operations or related area?

- I do not have this experience
- I have less than one year of this experience
- I have at least one year of this experience, but less than three years
- I have at least three years of this experience, but less than five years
- I have at least five years of this experience, but less than five years
- I have at least five years of this experience, but less than seven years
- I have at least seven years of this experience, but less than ten years
- I have ten or more years of this experience

* 16. Please indicate your proficiency level with Peoplesoft.

- None - No experience with this skill set
- Beginner - Occasionally use this knowledge/skill set, or have used it in the past
- Intermediate - Knowledge/use this skill set, though capable, ability limited
- Expert - Fully proficient; routinely perform task using this skill set

* 17. Please choose the response below that best describes your experience in processing employee payroll using a large computerized payroll system.

- 1 to 50 employees
- 50 to 100 employees
- 100 to 500 employees
- 500 to 1000 employees
- 1000 or more employees

* 18. Do you have experience with multiple labor contract implementation and administration?

- Yes
- No

* 19. If you answered yes to the question above, please describe your experience that supports this answer. Be specific and include employer(s) and position(s) held where you gained this experience. Your application materials must show evidence of this experience. If you have no experience, write "None" in the space provided.

* 20. The application for this position requires a cover letter detailing how your qualifications and experience meet or exceed the minimum qualifications stated in this job bulletin. Did you attach a cover letter to your application?

- Yes
- No

* Required Question