

**TOMPKINS COUNTY CIVIL SERVICE
EXAMINATION
Inclusion Through Diversity**

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Payroll/HR Operations Administrator

EXAM NO: 85050

SALARY: \$77,792.00 Hire Rate, \$84,468.80 Work Rate after 9 months

LOCATION: County Administration

TYPE OF EMPLOYMENT: Full Time

EXAM DATE: 11/04/23

ISSUE DATE: 09/12/23

THE FINAL DATE TO FILE APPLICATIONS: 09/27/23

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 11/05/23

RESIDENCY WAIVED

THE USE OF A QUIET HAND HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Payroll/ HR Operations Administrator located in Tompkins County Administration. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of full-time (or the equivalent part-time) experience in Payroll/HRIS administration, systems administration, organizational operations or related field; OR
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree AND four (4) years of full-time (or the equivalent part-time) experience in Payroll/HRIS administration, systems administration, organizational operations or related field; OR
- (c) Graduation from High School or possession of a high school equivalency diploma AND six (6) years of full-time (or the equivalent part-time) experience in Payroll/HRIS administration, systems administration, organizational operations or related field; OR
- (d) Any equivalent combination of training and experience as described in (a), (b), and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative/technical position with responsibility for maintaining the integrity and availability of the County's Payroll/HR Information systems, ensuring integration, maintenance and upgrades that will optimize work process design and flow across multiple operational systems including, Payroll, HR and Budget/Finance applications. The incumbent provides general administration, coordination, management and configuration of the Payroll/HR and related system functions, acting as a technical liaison between the assigned internal/external client groups (Payroll, HR, IT, Budget, Software Vendors, etc.), playing an integral role in the interpretation of and processing of data, either in paper form or electronic workflow. This role requires significant attention to detail by ensuring system builds, system changes, or system troubleshooting projects are completely and accurately fulfilled and that follow-up with all internal customers is handled professionally in a timely manner. This role is also responsible for system support regarding requests, process, data issues, collaborating closely with other departments, taking the lead to work through any technical issues with the payroll system. This role is in direct support of the payroll department to resolve any issues or provide assistance in order to meet payroll deadlines. As a subject matter expert, the incumbent will remain up to date on all applicable federal, state and local laws regarding payroll systems administration and train others on process improvement and changes. The work is performed under the general direction of County Administration, working in conjunction with Finance/Payroll, Human Resources and Information Technology Systems, with considerable leeway for planning work methods and procedures with commensurate responsibility for technical results. The incumbent will perform other related duties as required.

TYPICAL WORK ACTIVITIES:

- Acts as project leader to direct and coordinate the activities of Payroll/HR/ITS staff for work involving software and systems;
- Acts as a technical liaison between assigned internal/external client groups (Payroll, HR, ITS, Budget, software vendors, etc.) to support system(s) maintenance, implementation and upgrades;
- Create, configure, and maintain documentation for new and existing integrations;
- Works with Payroll/HR team to ensure transactional processes comply with County policies, procedures and collective bargaining agreements;
- Troubleshoots and resolves issues related to transactional or workflow processes;
- Provides appropriate training for County departments on customized programs and systems;
- Analyzes the flow and integration of information and data between various systems, make recommendations on solutions to improve efficiency and accuracy to automate steps in processes and workflows resulting in greater efficiency and fewer errors;
- Provides ideas and input to enhance the payroll experience for all employees;
- Assists with design, implementation and administration of all process improvement programs and activities that are payroll specific;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of Payroll and HR processes and procedures;
- Ability to understand business needs, troubleshoot issues, diagnose root causes and provide potential solutions;
- Thorough knowledge of County governmental functions;
- Ability to learn new technology and interpret collective bargaining agreements;
- Ability to comprehend data integrations from point-to-point systems;
- Excellent organizational skills and ability to manage multiple priorities;
- Ability to establish and maintain effective working relationships with department heads, computer users, software contractors, and members of the public requesting service;
- Analytical reasoning ability;
- Good judgment, resourcefulness, dependability;

- Ability to work in a team environment;
- Physical condition commensurate with the demands of the position.

Created: April 2023

P141

COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Understanding and interpreting tabular material

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

Evaluating conclusions in light of known facts

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850