



REQUEST FOR BOARD ACTION

ITEM NO. 9.

DATE OF MEETING: November 21, 2011

REQUESTED BY: Amber M. Parker, Human Resources Director and David McCole, Finance Director

SHORT TITLE: Resolution Amending the Pender County Pay & Classification Plan

BACKGROUND: In response to recent Board of Commissioner requests for departments to conduct additional duties when purchasing and selecting vendors and with the adoption of the new Pender County Purchasing Policy, it is recommended to reclassify the Finance Department Payroll Clerk position (Grade 59 with a salary range of \$27,333 - \$43,733) as a Purchasing and Payroll Specialist position. The purpose of reclassifying this position is to continue to provide payroll duties while also establishing a position to assist departments with facilitating and coordinating purchasing, bidding and contracting. Reclassifying the Payroll Clerk position as a Purchasing and Payroll Specialist will allow for the most effective use of funds and consistent purchasing and contracting services across departments. Furthermore, the reclassification of this position will assign payroll to the Purchasing and Payroll Clerk position which will allow the Accounting Specialist I to focus full-time on Health Department finance duties and responsibilities.

The Purchasing and Payroll Specialist position is recommended at a salary grade of 67 (\$40,383 - \$64,613) and will be responsible for duties that are described on attached job description.

Funds are available in the FY 11-12 Finance Department budget to support this position.

SPECIFIC ACTION REQUESTED: To consider a resolution amending the Pender County Pay & Classification Plan to reclassify the Payroll Clerk position a Purchasing and Payroll Specialist position.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.


Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

the Board hereby authorizes amending the Pender County Pay & Classification Plan to reclassify the following position: Payroll Clerk to Purchasing and Payroll Specialist (Grade 67). The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Brown ___ Tate ___ Rivenbark ___ Ward ___ Williams ___

George R. Brown, Jr., Chairman Date

ATTEST Date

Purchasing and Payroll Specialist

FLSA Status: *Exempt*

General Definition of Work

Performs skilled administrative work in planning and organizing centralized procurement activities of the County and preparing and maintaining payroll and related records, reports and files; does related work as required. Work is performed under the general supervision of the Finance Officer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions/Typical Tasks

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Reviews and analyzes requests for purchases and performs contract negotiations and purchases.

Coordinates and facilitates purchasing activities with department heads or their designees and facilitates to assure purchases, contracts, etc. conform to local, state and federal purchasing policies.

Determines types of contracts; prepare, edit and execute contractual documents for procurement of construction, professional services and other services.

Coordinates and prepares complex specifications, request for proposals, invitation to bid and other related documents for supplies, equipment, professional services and construction projects.

Receives and evaluates all competitive bidding processes to determine compliance with specifications and other related requirements.

Administers approved contracts and resolves relative problems as required.

Plans, develops, implements and maintains purchasing policies and procedures; prepare and distribute proper forms and instructional memorandums and other documents associated with the procurement process within the county to department heads, vendors, contractors and other professionals as may be required.

Prepares payroll; prints and distributes advices and checks; reconciles payroll bank statement; compiles fiscal year payroll information for auditors; orders and prepares W-2 forms.

Collects and tabulates time sheets; enters information into system; processes payroll changes notices; verifies and prepares payroll deduction payments and related reports; prepares federal, state and social security tax deposits; collects direct deposit information and enters into payroll system; processes garnishments.

Verifies sick and vacation accruals; verifies comp time accumulated; maintains associated spreadsheets; verifies wages/employment for employees.

Prepares and enters travel pay information into payroll system.

Checks invoices and prepares to post to computer; prints payable checks.

Prepares invoices for services provided by Deputy Sheriff's outside County duties and fringe reports for Social Services and Health Department.

Performs the duties of Accounting Clerk II and Personnel Technician as required.

Knowledge, Skills and Abilities

General knowledge of purchasing policies and procedures; ability to write clear and concise contracts and specifications; general knowledge of the principles and practices of payroll accounting procedures; general knowledge of payroll control practices; general knowledge of business English and spelling; ability to operate a variety of accounting, office and data entry equipment; ability to type at a reasonable rate of speed; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED and minimal experience in general office work, or equivalent combination of education and experience.

Purchasing and Payroll Specialist

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina.