

# Employment Opportunities

600 NE Grand Ave.  
Portland, OR 97232-2736  
503-797-1570  
[www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs)



## Payroll Technician

Internal and general recruitment

|                              |   |
|------------------------------|---|
| <b>Status:</b>               | One full-time position  |
| <b>Department:</b>           | Human Resources   |
| <b>Work location:</b>        | 600 NE Grand Ave., Portland, Oregon   |
| <b>Pay range:</b>            | \$15.51 - \$20.76/hour<br>This position is represented by AFSCME Local 3580 and is non-exempt |
| <b>Recruitment number:</b>   | HR-6020-July10  |
| <b>Application deadline:</b> | July 28, 2010 (internal)<br>August 4, 2010 (general)  |

**Internal applicants** must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

**Please carefully follow application procedures at the end of the announcement.**

### Position summary

This position is responsible for processing semi-monthly payroll to deliver accurate pay statements to employees and deduction payments to appropriate providers. This position reviews, verifies, balances, and processes payroll data; maintains financial records related to payroll; and provides front line customer service to employees with payroll related inquires. The person in the position must be a self starter and have strong attention to detail.

### Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Assumes responsibility for a complex, Metro-wide payroll function; prepares, maintains and verifies all routed records or reports.
- Reconciles Kronos data with PeopleSoft Audit Report.
- Maintains knowledge of evolving payroll laws, rules, and contract terms to ensure accuracy of payroll.
- Enters payroll information into automated payroll system.
- Prints and reviews payroll reports to assure accuracy of payroll.
- Creates and runs PeopleSoft queries to resolve payroll issues.
- Responds promptly and professionally to employee requests for information about payroll amounts or processes.
- Calculates the amount of pay per employee, taking into account union dues, garnishments, and other deductions.
- Produces off-cycle paychecks as required.

- Accumulates and classifies data from varied sources to make summary reports as required and analyzes to determine variances and similarities. Verifies completed summaries against source documents which may involve statistical tabulations and calculations in accordance with established formulas, equations and technical data.
- Responds to a variety of departmental, vendor and public requests for information about payroll and leave balances; provides requested information when authorized or refers to appropriate individual for response.
- Inputs, reviews and controls payroll information in a relational database system.
- Creates and edits correspondence, reports and statistical information using a PC. May perform general office duties such as filing, copying and faxing.
- Assists in developing procedures and reporting formats to establish or improve specific payroll processes.
- Compiles data for a variety of narrative and statistical reports; prepares correspondence and technical reports.
- Assists the public, public officials and other employees in a professional and courteous manner.
- Develops safe work habits and contributes to the safety of self and co-workers.
- Contributes to a positive team atmosphere.
- Has regular and punctual attendance.
- Performs assigned duties during an emergency situation.
- Other duties as assigned.

## Minimum Requirements

High school diploma or GED and the equivalent of two years of college or vocational courses in accounting or a related field, and a minimum of two years of payroll experience; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

## Knowledge, skills and abilities

- Knowledge of laws, rules, polices, contract provisions and procedures that impact Metro's payroll administration.
- Knowledge of double entry accounting principles and practices.
- Knowledge of governmental payroll practices.
- Knowledge of modern office methods and ability to operate basic functions of a computerized record keeping system and standard office equipment such as a calculator, photocopier, fax machine and PC.
- Knowledge of PeopleSoft HRIS and Kronos time keeping system.
- Ability to accurately apply fundamental payroll principles to the keeping of detailed payroll records and the preparation of payroll reports utilizing spreadsheets and databases.
- Ability to apply established procedures and guidelines to the maintenance of payroll accounts and records.
- Ability to organize and prioritize work to meet deadlines and demands of peak season workloads.
- Ability to make mathematic calculations quickly and accurately.
- Ability to apply Federal, State, and local policies, procedures, laws and regulations for respective field.
- Ability to use discretion with confidential and sensitive matters.
- Ability to provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner.
- Ability to establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work.
- Ability to work in a safe manner and follow Metro safety policies, practices, and procedures.
- Ability to perform the assigned duties of the position.

**Benefits:** Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS).

**Immigration law notice:** Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present

documentation verifying identity and employment eligibility.

**Equal employment opportunity:** All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

**Veterans' preference:** Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for this job, check the appropriate box on the Metro employment application. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Submit 1) a completed Metro Veterans' Preference form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Submit 1) a completed Metro Veterans' Preference form, 2) a copy of your DD-214 or DD-215 indicating discharge status and 3) your public employment preference letter from the US Department of Veterans' Affairs.

## Application procedure

This position opens to internal and general candidates on July 21, 2010.

## To apply, submit the following

1. Metro/MERC standard application form
2. Responses to the required supplemental questions listed below

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

## Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
  - The responses must be addressed individually and included with the application on a separate sheet(s).
  - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
  - Your responses will be used as part of your application evaluation.
1. **Describe your experience with automated payroll and timekeeping systems including which systems you have used.**
  2. **Describe a situation where you have recommended or developed procedures for increasing payroll efficiency or accuracy. What was the outcome?**

## Submit your application

**Deadline:** 5 p.m., July 28, 2010 (internal)  
5 p.m., August 4, 2010 (general)

**E-mail:** [jobs@oregonmetro.gov](mailto:jobs@oregonmetro.gov)  
Please include the word "Application" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

**Mail or drop off:** Metro Human Resources Department  
600 NE Grand Ave, Portland, OR 97232

**Fax:** 503-797-1798

## Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

## Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at [www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs) and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

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