



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: HRIS Payroll Manager	Job Code:
Reports to:	FLSA Status: Exempt
Department:	

Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications do not reflect all duties performed within the job.

Purpose of Classification

The HRIS/Payroll Manager for the Effingham County Board of Commissioners is responsible for the overall management and administration of the County's Human Resources Information System (HRIS) and payroll functions. This role involves ensuring accurate and timely payroll processing, maintaining HRIS data integrity, and providing analytical reports to support decision-making. The HRIS/Payroll Manager will collaborate with various departments to optimize HR processes, ensure compliance with federal, state, and local regulations, and contribute to the strategic goals of the County.

Principal Duties and Responsibilities (Essential Functions):**

- **Payroll Management:**
 - Oversee the end-to-end payroll process, ensuring accurate and timely payroll for all County employees.
 - Ensure compliance with federal, state, and local payroll regulations, including tax withholdings, garnishments, and other deductions.
 - Manage and reconcile payroll-related accounts and prepare necessary reports for audits and financial reviews.
 - Handle payroll discrepancies and resolve issues promptly.
- **HRIS Administration:**
 - Maintain and update the HRIS system, ensuring data accuracy and security.
 - Develop and implement system enhancements to improve efficiency and effectiveness of HR processes.
 - Provide training and support to HR staff and other users on HRIS functionalities and updates.
 - Generate and analyze HR and payroll reports to support strategic decision-making.



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- **Compliance and Reporting:**
 - Ensure compliance with all relevant labor laws and regulations, including FLSA, FMLA, ACA, and others.
 - Prepare and submit required government reports and filings, such as W-2s, 1095-Cs, and other regulatory documents.
 - Conduct regular audits of payroll, benefits, and HRIS data to ensure accuracy and compliance.
- **Process Improvement:**
 - Identify opportunities for process improvements within payroll and HRIS functions.
 - Lead or participate in projects to implement new systems or upgrade existing systems.
 - Collaborate with IT and other departments to ensure seamless integration of HRIS with other County systems.
- **Employee Support:**
 - Address and resolve employee inquiries related to payroll, timekeeping, and HRIS issues.
 - Provide guidance and support to the HR team on HRIS and payroll-related matters.
- **Qualifications Education and Experience:**
 - Bachelor's degree in Human Resources, Accounting, Business Administration, or a related field.
 - Minimum of 5 years of experience in payroll management, with at least 2 years in HRIS administration.
 - Experience in public sector payroll and HRIS systems is highly preferred.
- **Skills and Competencies:**
 - Strong knowledge of payroll practices, tax regulations, and labor laws.
 - Proficiency in HRIS platforms and payroll software; experience with [specific HRIS system used by the County, if applicable].
 - Excellent analytical skills and attention to detail.
 - Strong communication and interpersonal skills.
 - Ability to manage multiple priorities and work under tight deadlines.
 - Proficiency in Microsoft Office Suite, especially Excel.



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- **Certifications:**

- Certified Payroll Professional (CPP) or equivalent certification is preferred.
- HR certification (PHR, SHRM-CP) is a plus.
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PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

Human Interaction:

Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization:

Requires the ability to operate, maneuver, and control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires utilizing various reference, descriptive, and/or advisory data and information.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.



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Situational Reasoning:

Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability:

Tasks require exerting moderate, though not constant, physical effort. They typically involve climbing, balancing, stooping, kneeling, crouching, and crawling. They may include lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (12-20 pounds).

Sensory Requirements:

Some tasks require the ability to perceive and discriminate sounds and visual cues or signals, and some require the ability to communicate orally.

Environmental Factors:

The work environment is a mix of office and field settings, occasional exposure to outdoor weather conditions, moving mechanical parts, and construction-related hazards.