

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Payroll Technician / Time Clock Plus Compliance Officer**  
**DEPARTMENT: 0300 Treasury Dept.**  
**SLOT NUMBER: 2809**  
**REVISION DATE:**

---

**JOB SUMMARY:**

Assist the Payroll Supervisor ensuring the day to day execution of responsibilities, provide timely and accurate financial reporting information to management and to service the needs of all employees as needed.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure a harmonious working relationship with co-workers and other departments
- Maintain a professional image at all times
- Being present on the job is required
- Required to work overtime as needed
- Ensure compliance with all Webb County and Civil Service policies, practices, and procedures
- Reviews the requests sent by the various departments to ensure that the salary amount for the position has been budgeted, items not budgeted should be returned to the Auditor's Office to revise the Personal General Order
- Enters data of hours worked each pay period for all employees including overtime hours, holiday pay, and making sure overtime pay is paid out of the respective budgeted funds
- Assures that all requests for overtime, incentive, car allowance, longevity pay, and various other types of pay are budgeted
- Collects all component information: insurance deductions, child support, retirement contributions, cafeteria plan, United Way, and various other deductions, changes in salaries, change of slot numbers, transfers from one department to another for payroll processing
- Works with relevant payroll information including printing checks and direct deposits, printing and distributing payroll related reports and other related bi-weekly transactions
- Prepares the payroll analysis report
- Prepares payroll wire transfer report bi-weekly
- Does the calling of payroll taxes bi-weekly and maintains a log with dates and confirmation numbers
- Prepare and submit retirement contributions and worker's compensation report on the established schedule date
- Prepares 941 report to meet the scheduled deadlines by month and quarter
- Prepares child support report and check bi-weekly
- Assist in preparing and performing month-end and year-end payroll reports
- Assist in processing the yearly W-2 forms
- Cross train in processing Accounts Payable checks for payroll liability accounts
- Perform any other duties as assigned by the Treasurer and Executive Administrator

**PLUS ADDED DUTIES:**

- Train departments on Time Clock Plus ( 108 depts. on, pending 8 depts. )
- Manage hand & thumb scan for employees
- Answer department questions on Time Clock Plus & travel to departments when needed
- Coordinate with Time Clock Plus on any issues presented
- Review accruals on Time Clock Plus
- Review over time & Grant coding compliance
- Close of payroll cycle on Time Clock Plus
- Work on corrections due to department needs
- Uploading hours from Time Clock Plus to New World
- Verify correct comp time calculations
- Manage upgrades and any updates from Time Clock Plus and train departments on such ( Note: April 15, 2016 will upgrade to Version 7 – all depts.. will be re-trained)

**QUALIFICATION STANDARDS:**

- Must possess a BBA in accounting or related field and/or equivalent work experience
- Must have a minimum of 2 years of payroll experience and a solid understanding of the payroll and accounting functions, with an understanding of related government regulations
- Must have excellent Communication Skills

**SKILLS AND ABILITIES:**

- Must be highly knowledgeable in the Microsoft Office Suite, with an emphasis on Excel
- Must be able to use a numeric keypad by touch with speed and accuracy

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30-45 lbs ( boxes, files, and other small equipment or devices)
- Must be able to work outdoors as needed

**OTHER REQUIRMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

**SUPERVISORY:** Supervised directly by Payroll Supervisor



County Treasurer  
 Department 0300  
 Delia Perales

Slot #	Title	Bi-Weekly Pay	Hourly Rate	Annual	Grade/Step/EQ
0071	County Treasurer	4,186.12		108,839	EL
0027	Administrative Assistant		21.19	44,079	12/AB
0072	Chief Deputy County Treasurer	2,575.37		66,960	23/F
0074	Senior Payroll Technician		21.99	45,739	13/AA
0077	Accounts Payable Supervisor		19.40	40,359	16/E
0078	Accounting Manager	1,893.02		49,218	17/Q
0079	Payroll Technician		15.93	33,124	12/E
0081	Accounts Payable Clerk		15.15	31,519	12/A
0087	Principal Accountant	2,548.23		66,254	20/AC
2167	Accounts Payable Clerk		17.16	35,688	12/K
2231	Payroll Supervisor		22.52	46,847	16/Q
2678	Receptionist		12.44	25,877	7/E
2809 - Payroll Technician/Time Clock Plus Compliance Officer				38,402	16/A
Approved Employee Slots = 12				Payroll =	594,503

Note:

Personnel General Order confirms to the Condrey Classification and Compensation Plan.  
 slot 0080 Payroll Technician transferred to 001-1120 County Clerk approved February 22, 2016.

5005 Part Time

23,676

County Auditor: *[Signature]* 2-24-16

*Approved  
 2/23/16  
 \$42,467 Annual  
 (Ded was 23,676)*



Public Information Office  
 Department 0550  
 Juan L. Sanchez

Slot #	Title	Bi-Weekly Pay	Hourly Rate	Annual	Grade/Step/EQ
2129	Production Administrator		22.24	46,254	17/I/C
2291	Public Information Officer	2,883.53	36.0441 31	74,972	21/AB/D
	311 Addressing Liaison Officer - Supplement Pay		2.40 192.00	5,000	
2809	Public Relations Specialist J. Sanchez (for)		18.46	38,403	16/A/A
Approved Employee Slots = 3				Payroll =	164,629

5603 Car Allowance

1,200

Note:

Personnel General Order confirms to the Condrey Classification and Compensation Plan.

*note*

*D. Sanchez*  
*10-5-15*

