

APPENDIX B: RECLASSIFICATION REQUEST

1. Department: <u>Pine Valley</u>	2. Number of employees: <u>1</u>	3. Full-time/Part-time: <u>Full-time</u>
4. Current Position Title: <u>Fiscal Clerk (A)</u>		5. Pay Grade: <u>E</u>
6. Proposed Position Title: <u>Payroll & Accounts Payable Clerk</u>		7. Proposed Pay Grade: <u>F</u>
8. Date materials effectively received by Administrator:		9. Proposed Effective Date: <u>3/14/2021</u>

Required Supporting Documentation:

☒ Current job description and title

☒ Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements

☒ Describe why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.

☐ Supporting documentation (i.e. study data)

☐ Total financial impact to implement reclassification: \$ 3,800 Budget year: 2021

☐ Plan of how financial impact will be absorbed

Department Head Signature: [Signature] Date: 2-4-21

Supervisory Committee Action: ☒ Approved ☐ Denied Date: 1-18-21

F+P Committee Action: ☐ Approved ☐ Denied Date:

Compensation Plan Consultant: ☐ Endorsement ☐ Denied Date:

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:	
Pay Group:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other	
Job Code:		Union Code:	
Workmen's Comp Code:		EEOC Job/Salary Category:	
New EEOC Function Number:			
Signature of Administrator:	Date:	Approve // Disapprove	
Administrator Comments:			

Fiscal Clerk A – Reasons for Reclassification Request; Payroll & Accounts Payable

Description of Significant Addition of Duties/Changes for Payroll and Employee Benefits:

- 1) The payroll has gotten more complex as Pine Valley has implemented several policy changes in order to recruit and retain staff. Due to the shortage of staff we have many employees that work in different departments resulting in different pay rules. Pine Valley Fiscal Clerk takes all of this into consideration when completing payroll making manual adjustments as needed. Some examples include an employee that works in two different departments has different pay rules with different hourly rates, earning overtime vs. comp time and changes in shift pay calculations. This has resulted in much more complicated situation that need to be manually calculated and therefore takes more skill and time to process.
- 2) This job shares many of the responsibilities as the Payroll and Benefit Specialist at the Clerk's Office as the payroll is processed at Pine Valley in compliance with county policies and Department of Labor regulations. Fiscal Clerk A sets up new employee in the payroll software program and also in the correct general ledger and job position, as well as maintains their personnel files. Fiscal Clerk A accurately codes employee payroll changes including hires, termination and wage rates and communicates this to the Clerk's Office.
- 3) Fiscal Clerk A maintain and balances employee vacation, sick and comp times per county policies. Pine Valley keeps track of this, it is not done at the County Clerk's Office. Pine Valley has over 160 employees. This has also gotten more complex with the changes in policies affecting vacation & sick accruals and employees may receive benefit time in one position but not when they are also call-in position.

Description of Significant Addition of Duties/Changes for Accounts Payable:

- 1) The Accounts Payable job duties have increased due to the elimination of the Clerical Assistant. The duties of verifying purchases and charges are now Fiscal Clerk A's responsibility. Fiscal Clerk verifies invoices and forward to the appropriate department head and administrator for approval.
- 2) Fiscal Clerk A must set up new vendor files and request W-9's and provide to County Clerk's office., initiate credit application and tax exempt certificate for vendors.
- 3) Duties have gotten more complex and Fiscal Clerk A must work with vendors regarding billing discrepancies and work towards resolution.
- 4) All of the invoices are accurately coded to the correct GL by the Fiscal Clerk. Once the bills have been appropriately approved, the Fiscal Clerk send the voucher list to the Clerk's Office so the checks may be run.

Description of Changes to Qualifications

*Preference for 2 years' experience in payroll processing, accounting, and knowledge of Kronos. Strong PC skills, including working Excel.

Pine Valley Community Village

PROPOSED Position Description

Name:

Department: Business Office

Position Title: ~~Fiscal Clerk (A)~~ — Payroll and Accounts Payable Clerk Pay Grade: ~~E~~ F

FLSA Status: Non-exempt

Reports to: Administrative Assistant

Purpose of this position: to ensure accurate processing and recording of biweekly payroll and assume responsibility for the validation of invoices to ensure accurate and timely payment of amounts due for Pine Valley Community Village.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Receives and verifies invoices and forwards to department heads and administrator for payment approval, verifies pricing and works with vendors concerning discrepancies and provides resolutions, enters invoices into computer assigning proper general ledger codes, processes weekly and monthly batches of vouchers for payment and posts to ledger and register. Delivers register to County Clerk for payment. Mails checks to vendor.
- Sets up new vendor files and requests W-9's and provides to County Clerk's office. Initiates credit applications and tax exempt certificates for vendors.
- Prepares monthly reports for processing financial statements including resident trust account and accounts payable.
- Maintains residents' trust accounts. Receives cash and other payments. Itemizes and records vendor purchases for residents. Distributes cash as needed; balances trust accounts and cash.
- Maintains petty cash account and emergency account including writing checks, assigning correct general ledger account numbers for purchases, and replenishing cash as needed.
- Codes and enters employee payroll changes including hires, terminations, wage rate changes, and probationary periods and provides to County Clerk's office.
- Researches and implements changes to payroll system resulting from resolutions and addendums including working with software company as necessary. Insures that these changes will interface with County's payroll system.

- Prepares bi-weekly payroll: calculates wages from employees' timecards, verifies accuracy, in accordance with County Policies, Pine Valley Policies, and statutory requirements. Prepares spread sheet to record payroll changes for employees with two jobs, on-call pay, shift differentials, and back pay to send with payroll interface to county clerk for payment. **Validates confirmed reports.**
- Assists employees with set up and use of payroll mobile app.
- Reports payroll based journal entries to CMS quarterly.
- Creates, maintains, and **verifies** employee work and benefits recording including vacation, **comp time**, and sick time balances. Calculates vacation termination, vacation retirement and sick retirement payouts for termed employees.
- Creates and maintains employee's files, personnel, **medical**, and attendance records for **Pine Valley**.
- Assists in distributing information to employees during Open Enrollment periods for health/dental insurance, and Flex program. Collects and Submits completed applications to the County Clerk's office.
- Calculates insurance percentages quarterly for part-time employees based on their hours per County handbook.
- Calculates workman's compensation and unemployment and prepares and files forms.
- Provides statistical data to department heads as requested for various government agencies.
- Assists with receiving cash and other payments preparing bank deposits and resident trust.
- Prepares a variety of worksheets for annual audit and State surveyors. Assists State and consulting auditors.
- Fills in for other fiscal clerk as needed.
- Maintains central supplies inventory and takes responsibility for price comparison/shopping and purchases accordingly. Makes purchases for department heads at their request.
- Serves on committees as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Requires minimum of high school diploma with training in accounting, computer systems and general office skills with two years' experience in payroll processing, knowledge of Kronos preferred or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

- Strong PC skills, including working with Excel
- Must work well in environment with firm deadlines, result oriented. Able to work independently and as part of a team.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count. Differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies and procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within establishes policies and procedures.
- Ability to utilize descriptive and advisory data and information, such as employment wage withholding handbooks and guides, County Handbook and Pine Valley Addendum, correspondence and general computer software operating manuals.
- Ability to communicate effectively with Pine Valley employees, residents and resident's families, vendor representatives, State and Federal personnel, financial and program auditors, both verbally and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals, **hours and minutes**; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to grasp and place objects, operate telephone computer, keyboard, photocopier, fax, calculator, etc.
- Ability to exert light physical effort in sedentary to light work involving, lifting, carrying, pushing and pulling, Ability to handle, finger and feel.

- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisors Signature

Date

Date

Current Job Description

Pine Valley Community Village Position Description

Name:	Department: Business Office
Position Title: Fiscal Clerk (A)	Pay Grade: E
FLSA Status: Non-exempt	Reports to: Administrative Assistant

Purpose of Position

The primary purpose of this position is to perform accounting tasks for Pine Valley Community Village.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Processes invoices and requisition orders, Prepares vouchers for payment and posts to ledger and register. Delivers register to County Clerk for payment. Mails checks to vendor.
- Prepares monthly financial statements including: posting entries to the general ledger, running trial balance, and running monthly statements.
- Prepares bi-weekly payroll: calculates wages from employees' timecards, verifies accuracy, sends payroll interface to county clerk for payment. Distributes paychecks. Prepares payroll distribution.
- Reports payroll based journal entries to CMS quarterly.
- Creates and maintains employee work and benefits recording including vacation and sick time balances. Calculates vacation termination, vacation retirement and sick retirement payouts for termed employees.
- Creates and maintains employee's files, personnel and attendance records.
- Assists in distributing information to employees during Open Enrollment periods for health/dental insurance, and Flex program. Collects and Submits completed applications to the County clerk's office.
- Calculates insurance percentages quarterly for part-time employees based on their hours per County handbook.
- Calculates workman's compensation and unemployment and prepares and files forms.
- Enters new hires into payroll system and initiates photo ID badges for employees.

- Assists with receiving cash and other payments preparing bank deposits and resident trust.
- Prepares a variety of worksheets for annual audit and State surveyors. Assists State and consulting auditors.
- Fills in for other fiscal clerk as needed and serves as back up in absence of Clerical Assistant/Switchboard Operator.
- Assists in distribution of FMLA paper work in absence of Human Resource Director.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma with training in accounting, computer systems and general office skills with one year experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language ability and Interpersonal Communication

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- Ability to advise and interpret on how to apply policies and procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within establishes policies and procedures.
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- Ability to exert light physical effort in sedentary to light work involving, lifting, carrying, pushing and pulling, Ability to handle, finger and feel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

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Employee's Signature

Date

Supervisors Signature

Date