

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 4th day of September, 2025.

Upon the motion of Commissioner Van Beek and the second by Commissioner BROOKS the Board resolves as follows:

- To approve changes to the **job title, and job description of one (1) position** in the Human Resources Department


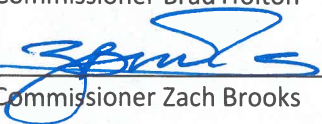
Job Title and Job Description

One (1), Human Resource Business Partner, salary grade 15, min. \$34.85, mid. \$41.47, max. \$48.09, position control number 018 246 467, FLSA Non-Exempt


To

One (1) Sr Payroll Specialist, salary grade 15, min. \$34.85, mid. \$41.47, max. \$48.09, position control number 018 246 467, FLSA Non-Exempt

- Motion Carried Unanimously
- Motion Carried/Split Vote Below
- Motion Defeated/Split Vote Below

	Yes	No	Not Vote
 _____ Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Commissioner Brad Holton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: Rick Hogaboam, Clerk



Deputy Clerk

Date: 09.04.25



Senior Payroll Specialist Human Resources

Department: Human Resources
FLSA Designation: Non-Exempt

Pay Grade: 15
Effective Date: 09/2025

Job Summary

The primary function of the Senior Payroll Specialist is to perform advanced payroll processing and administration for Canyon County employees, ensuring accuracy, timeliness, and compliance with federal, state, and local laws. This position provides technical expertise in payroll systems and serves as a lead resource for department payroll contacts. Work is performed under the general direction of the Human Resources Director with considerable latitude for independent judgment and decision-making.

Key Responsibilities

- **Payroll Processing and Administration:**
 - Prepares, reviews, and processes the County's payroll on a bi-weekly basis in accordance with established deadlines.
 - Audits timekeeping, wage adjustments, leave accruals, and deductions for accuracy and compliance
 - Conducts post-run review of reports and pay checks
 - Calculates and submits for payment, all applicable withholding liabilities for all county employees on a timely basis, including, but not limited to quarterly and annual federal and state payroll reporting returns, FICA, Medicare, retirement, insurance, and other related charges
 - Generates and reconciles payroll reports for the Auditing Team, other department leaders and HR
- **Customer Service and Training:**
 - Responds to payroll-related requests for information from county departments, employees, and from outside agencies
 - Provides training and guidance to departmental payroll staff on procedures and best practices
 - Provides training and guidance to employees, managers, and other staff on procedures and best practices
 - Collaborates with Auditing Department, other DA/EO's and HRBP's to resolve payroll discrepancies
 - Maintains complete confidentiality, within guidelines, of all payroll records and reports
- **Compliance and Reporting:**
 - Maintains compliance with FLSA, FMLA, IRS regulations, Idaho Code, and County policies
 - Ensures regulatory compliance of payroll system to all applicable governmental agencies' guidelines, policies, and procedures
 - Assists in the preparation and filing of quarterly and annual tax reports including 941s, W-2s, and other required filings.
 - Monitors and interprets changes to federal and state payroll laws and recommends updates to County payroll practices and procedures.
- **System And Technical Oversight:**
 - Serves as an additional subject matter expert in the County's payroll/HRIS system (Dayforce)
 - Coordinates system testing, upgrades, troubleshooting, and reporting functions
 - Develops and maintains payroll-related procedures, documentation, and internal controls
- **Other Duties:**
 - Cross trains in other HR responsibilities
 - Is the back-up for Benefits/Workman's Compensation Coordinator
 - Maintains complete confidentiality, within guidelines, of all payroll records and reports
 - Performs all work duties and activities in accordance with county policies, procedures, and

- o safety practices
- o Other duties as assigned

Qualifications

Skills and Abilities:

- Knowledge of payroll administration, wage and hour laws, tax reporting, and benefit deductions.
- Proficiency in HRIS/payroll systems (Dayforce or comparable enterprise platform) and advanced Excel functions.
- Principles and procedures of payroll processing and accounting
- Strong analytical, auditing, and reconciliation skills with high attention to detail.
- Ability to plan, organize, and prioritize work to meet strict deadlines
- Effective written and verbal communication skills for interaction with employees, supervisors, and external agencies
- Demonstrated ability to maintain confidentiality and handle sensitive information with integrity
- Establish and maintain effective working relationships with other county employees, supervisory personnel, and the public
- Solution-oriented approach to problem-solving and process improvement.

Special Qualifications

- Must successfully complete a background investigation

Education and Experience

- Associate's degree in accounting, Finance, Business Administration, or related field; Bachelor's degree preferred.
- Three (3) to five (5) years of progressively responsible payroll experience; government or multi-departmental organization experience preferred
- Experience with enterprise HRIS/payroll systems (Dayforce preferred)
- Equivalent combination of experience and training may be considered

Essential Physical Abilities

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review and organize documents
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks
- Ability to lift 20lbs

Disclaimer

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection is made without regard to race, color, religion, sex, national origin, age, disability or genetics.