



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zurly
Director

TITLE: **WORKDAY PAYROLL CONFIGURATION SPECIALIST**
(Provisional* Appointment)

SALARY: \$73,375 - \$101,568 annually

LOCATION: Monroe County Department of Human Resources

HOURS: Monday – Friday 8:00 am – 5:00 pm with possible overtime

JOB SUMMARY:

This position is responsible for configuring and maintaining the Workday HCM system, collaborating with Human Resources, Information Services, and other cross functional teams, implementing new Workday modules and features, monitoring system performance, ensuring compliance with Human Resource policies, union contracts, and system standards. Providing end-user support and training, developing and maintaining system documentation, and performing regular system audits and updates. The role requires problem-solving skills and the ability to work with Workday HRIS technology, other duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year of paid full-time or its part-time equivalent experience in Workday Payroll and HCM configuration; OR;
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years of paid full-time or its part-time equivalent experience listed in (A) above; OR;
- (C) Five (5) years of paid full-time or its part-time equivalent experience listed in (A) above; OR;
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

SPECIAL REQUIREMENTS (continued):

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: June 16, 2025

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.