



## PAYROLL ADMINISTRATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under minimal supervision, plans, organizes, administers, and implements the City payroll system; ensures the proper operation and maintenance of the City's payroll system; maintains, prepares, submits and reconciles payroll related reports; prepares journal entries; provides technical support to departmental staff and employees with respect to payroll processing and related questions; coordinates with City's Human Resources and Information Technology Departments on needed changes, and performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from other financial related classifications in that this classification has significant responsibility for coordinating and administering payroll activities and researching and resolving technical issues, including payroll software issues. Incumbents have direct contact with other departments, employees, and outside agencies, ensuring compliance with union agreements and City, state and federal rules and regulations related to payroll. Incumbents exercise considerable judgment in decision-making and organization of the day-to-day work flow associated with payroll operations.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Deputy Finance Director. Incumbents may exercise lead, technical and functional supervision over assigned personnel.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Recommends and assists in the implementation of goals and objectives related to the administration of City payroll; establishes schedules and methods for the maintenance and processing of payroll; implements policies and procedures.
- Maintains the payroll system and employee payroll records; posts and distributes time and attendance records; audits time sheets; inputs approved payroll changes and new employee information; prepares paychecks; distributes paychecks and reports to various departments; and provides technical support to departmental staff.
- Demonstrates a full understanding of applicable wage policies, procedures and work methods associated with assigned duties; maintains current knowledge of memoranda of understanding, City, CalPERS, state and federal legislation affecting payroll procedures and the payroll system; develops and implements modifications, ensuring compliance.
- Reviews Personnel Action forms and related documents for accuracy and compliance with payroll related policies.
- Calculates a variety of pay, including but not limited to, retroactive pay, step increases, and premium pay across bargaining units with different rules.
- Determines schedules and timelines for payroll processes and preparation and submission of related reports.

- Prepares, reconciles, and submits a variety of bi-weekly, monthly, quarterly and annual payroll reports, including but not limited to payroll taxes reports, retirement, retiree medical trust contributions, deferred compensation, payroll deductions, and sick/vacation accruals.
- Creates files for payroll-to-general ledger interface; processes journal entries as well as payroll-to-benefit related interface files; establishes and maintains balancing procedures; reviews and approves all vouchers for payment of payroll liabilities; researches and resolves issues.
- Identifies and resolves problems and inconsistencies relative to the maintenance of payroll accounting controls; analyzes payroll activities and develops corrective action.
- Administers and maintains the accuracy of the City's payroll software; implements and tests payroll software system changes; consults with City Information Technology staff, Human Resources staff, Finance staff, and outside vendor regarding software updates.
- Recommends and implements system and procedure changes, which includes testing changes in a test software environment, assessing results, and coordinating to obtain software changes/upgrades, and IT Department support as needed to implement new legislation and regulations.
- Coordinates with Human Resources staff regarding the implementation of changes to negotiated salary and benefits and their impact on the payroll process.
- Reviews new MOU provisions and provides for implementation; tests in system for accuracy; works with software consultant and IT Department to correct problems.
- Supports the annual outside audit process, as well as federal, state, CalPERS or any other regulatory audits, by compiling requested information and responding to questions regarding payroll related matters and processes.
- Assists employees, benefit vendors and outside agencies with payroll and benefit questions and requests; researches and analyzes data regarding salaries and benefits for cost studies.
- May provide lead direction, training and work review to assigned staff.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, other payroll professionals, City management and staff, and the public.
- Performs other duties as assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities and skills necessary for a **Payroll Administrator**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in the preparation and processing of payroll in a multi-union environment including two years in coordinating payroll processes and administering laws and regulation changes.

A Bachelor's Degree in Mathematics, Business, Finance, or Accounting, or related field is highly desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practice of municipal payroll processing, payroll records maintenance; CalPERS reporting requirements for different tiered employees and different bargaining units; federal, state and local wage and hour laws, codes, ordinance and labor agreements; generally accepted accounting principles; automated payroll systems and operations; methods and practices used in financial and statistical calculations; computerized payroll procedures and practices including basic knowledge of database and system modification; basic principles and practices of governmental payroll accounting; basic bookkeeping and accounting principles; computerized record keeping system principles and practices; basic principles and practices of supervision; applicable federal, state, and local laws, codes, and regulations; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Maintain internal control of payroll operations; interpret, explain and apply a variety of laws and regulations governing payroll administration; accurately maintain payroll records, reports and files; accurately process a complex payroll on a timely basis; identify errors in records and payroll information and make appropriate changes; accurately count, record and balance assigned transactions; update, maintain and test payroll software; independently make decisions regarding procedural activities or requirements; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; maintain confidentiality regarding all employee information; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and software applications, including payroll and other financial systems.