

**PAYROLL TECHNICIAN I
PAYROLL TECHNICIAN II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Payroll Technician I) or general supervision (Payroll Technician II), perform a variety of complex assignments in the development, maintenance, and processing of the City payroll; develop and prepare payroll reports required by other agencies; respond to employee and other inquiries regarding the payroll system; perform a variety of complex account and statistical record keeping work; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Payroll Technician I

This is the entry-level class in the Payroll Technician series performing the more routine and less complex payroll support and customer service assignments while learning city policies and procedures, state and federal payroll regulations and customer service techniques. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Payroll Technician II level and exercise less independent discretion and judgment in matters related to work procedures and methods. This classification is flexibly staffed with Payroll Technician II. Advancement to the “II” level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.

Payroll Technician II

This is the full journey level class within the Payroll Technician series. Employees within this class are distinguished from the Payroll Technician I by the performance of the full range of payroll support duties as assigned including performing the full scope of payroll record keeping transactions, customer service functions, and related support duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Advancement to the “II” level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop and coordinate the City payroll process.
2. Provide some direction, coordination, guidance, and training for other City staff involved with payroll functions.
3. Receive and input, or review input of employee time and leave records into the City payroll system, checking for accuracy and needed corrections.
4. Coordinate and research payroll discrepancies with Department payroll staff and make necessary corrections.

5. Process new employees into the payroll system; verify status, job classification, salary, demographics, deductions, accruals, taxes, retirement plan, and benefits.
6. Maintain and update a variety of payroll information and records.
7. Prepare a variety of reports for employee benefit vendors, public records requests and other government agencies.
8. Interpret and apply benefit memoranda of understanding and contracts for payroll implementation.
9. Ensure payroll data and reporting are in compliance with Federal, State, and local rules and regulations; calculate and verify payroll items according to Fair Labor Standards Act (FLSA) compliance and each bargaining unit's memorandum of understanding.
10. Prepare a variety of payroll, accounting reports, forms, transfers, journal entries, refunds, and deposits.
11. Prepare quarterly tax returns, W-2 distributions, and related filings with Federal and State requirements.
12. Assist with the development and submission of retirement system reports.
13. Review and ensure proper posting of deduction codes in payroll records.
14. Maintain and update employee leave balance data.
15. Work with representatives of other agencies regarding interpretation and accuracy of payroll documents and reports.
16. Serve as a major source of information regarding payroll processing, policies, regulations, and procedures in response to inquiries from City staff and management; calculate new fiscal year hourly cost rates with wages and overhead and cost recovery hourly rates for City staff.
17. Operate and work with computerized City payroll and financial management systems.
18. Serve as back-up to the Payroll Supervisor as needed.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Policies, procedures, requirements, and methods used in the development and maintenance of payroll systems.

Laws, rules, and regulations related to public agency payroll records and procedures.

Complex accounting procedures.

Principles and methods of financial and statistical record keeping.

Computerized payroll and financial information systems used by the City.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Provide direction, coordination, guidance, and training for the development of the City payroll.

Analyze problems and situations and adopt effective procedures to resolve problems.

Perform a variety of complex financial and statistical record keeping work required for the development and maintenance of the City payroll.

Read, understand, and interpret codes, statutes, and information related to the development and maintenance of the City payroll.

Read and interpret labor contracts and memoranda of understanding as they relate to payroll administration.

Reconcile discrepancies in payroll and financial records.

Gather and organize data and information.

Prepare technical correspondence and memoranda.

Prepare financial, statistical, and payroll reports.

Work with computerized financial and payroll information systems.

Provide excellent customer service and support.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Payroll Technician I

Education/Training:

Completion of an Associate's degree from an accredited college with an emphasis in accounting, business or a related field.

Experience:

One year of payroll processing or accounting experience.

Payroll Technician II

Education/Training:

Completion of an Associate's degree from an accredited college with an emphasis in accounting, business or a related field.

Experience:

Two years of increasingly responsible financial and statistical record keeping experience, including experience in developing and administering a payroll system.

License or Certificate:

Possession of an appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Supervisors/Confidential

FLSA Status: Non-Exempt

October 2021

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Payroll Technician I/II position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.