

PERSONNEL COMMITTEE

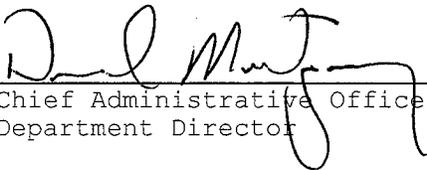
10-0601R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF PAYROLL PRACTITIONER, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of payroll practitioner, which were approved by the civil service board on October 5, 2010, and which are filed with the city clerk as Public Document No. \_\_\_\_\_, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for classification shall be Range 129. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved for presentation to council:

  
\_\_\_\_\_  
Chief Administrative Officer/  
Department Director

Approved as to form:

  
\_\_\_\_\_  
Attorney

Approved:

  
\_\_\_\_\_  
Auditor

HR JAA:alo 11/23/2010

STATEMENT OF PURPOSE: The payroll practitioner classification has been created to assist with all payroll activities, including reviewing and processing time cards, correcting errors, researching issues, maintaining records and files, creating and distributing reports. Because of the complexity of laws and regulations governing payroll procedures, specialized knowledge and skills are required. The pay range negotiated for the classification is Range 129, \$3,295 to \$3,884 per month.

## **PAYROLL PRACTITIONER**

**PURPOSE:** Assist with all City payroll activities.

**FUNCTIONAL AREAS:** Under direction of the Payroll Administrator:

1. Perform a wide variety of payroll processing activities.
  - \* A. Review employee time cards imported into the payroll system, checking for accuracy and appropriate approvals.
  - \* B. Process time cards and out of class slips; research and communicate with supervisors regarding questions/problems.
  - \* C. Review payroll documentation for accuracy through audit reports and make necessary adjustments; obtain necessary approvals.
  - \* D. Collaborate with Human Resources on all payroll related issues, including benefit deductions.
  - \* E. Review computed wages and correct errors to ensure accuracy of earnings.
  - \* F. Check time sheets utilizing electronic time and attendance software product(s) for compliance with policy, collective bargaining agreements, government and regulatory requirements.
  - \* G. Maintain accurate payroll records and employee files.
  - \* H. Respond to employment verification inquiries.
  - \* I. Respond to employee inquiries and requests regarding payroll matters.
  - \* J. Perform file maintenance of deductions and payment direction such as deferred compensation and direct deposit accounts.
  - \* K. Calculate and verify transactions.
  - \* L. Create and distribute payroll related reports.
2. Perform related duties.
  - \* A. Provide input into the creation of payroll policies and procedures.
  - \* B. Respond to requests for payroll-related information from supervisors, managers, employees, etc.
  - \* C. Assist with compliance assurance regarding operational policies and procedures.
  - \* D. Perform related tasks as assigned.

### **JOB REQUIREMENTS**

#### **Education & Experience Requirements**

- ❖ A. A two-year certificate in accounting or related field, plus three (3) years of comprehensive payroll experience; or five (5) years of direct payroll processing experience.

#### **Knowledge Requirements**

- ❖ A. Knowledge of human resource policies and procedures relating to salary administration.

- ❖ B. Knowledge of state and federal laws and regulations relating to payroll processing and transactions.
- ❖ C. Knowledge of basic accounting principles and practices.
- ❖ D. Knowledge of job-related software applications including spreadsheet and word processing.
- E. Knowledge of the terms and conditions of the collective bargaining agreements.
- F. Knowledge of city policies and procedures impacting payroll operations.

Skill Requirements

- ❖ A. Skill in performing complex calculations.
- ❖ B. Skill in processing payroll.
- ❖ C. Skill in generating payroll reports.
- ❖ D. Skill in computer applications including HRIS, spreadsheet and word processing.
- ❖ E. Skill in customer service.

Ability Requirements

- ❖ A. Ability to perform basic research.
- ❖ B. Ability to communicate effectively via email, phone and face-to-face with employees.
- ❖ C. Ability to read, understand and interpret policies, procedures and other written materials.
- ❖ D. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately; and ability to develop formulas to carry out payroll functions.
- ❖ E. Ability to identify and use appropriate data and calculation methods necessary to complete complex payroll and transaction records.
- ❖ F. Ability to prioritize and plan work activities, using time efficiently.
- ❖ G. Ability to adapt to frequent change, delay or unexpected events.
- ❖ H. Ability to establish and maintain effective working relationships with supervisors, co-workers, other city departments and outside agencies.
- ❖ I. Ability to maintain confidential records.
- ❖ J. Ability to provide a high level of customer service, responding promptly and meeting commitments.
- ❖ K. Ability to perform duties under rigorous time constraints and to meet deadlines.

Physical Requirements

- ❖ A. Ability to sit for long periods of time working at a computer.
- ❖ B. Ability to occasionally lift and carry office items weighing up to 10 pounds.
- ❖ C. Fine dexterity to operate computer, calculator and other office equipment.
- ❖ D. Visual acuity to inspect documents for accuracy.
- ❖ E. Ability to hear and speak to exchange information.
- ❖ F. Ability to attend work on a regular basis.

- \* Essential functions of the position
- ❖ Job requirements necessary the first day of employment

Anlst: JA	Class:	Union: Basic	Pay: 129	CSB: 20101005
CC:	Res:	EEOC: Admin Support	EEOF: Admin/Finance	WC: 8810