

PERSONNEL COMMITTEE

10-0604R

RESOLUTION APPROVING PROPOSED AMENDMENT TO THE TITLE OF
THE CIVIL SERVICE CLASSIFICATION OF PAYROLL COORDINATOR
TO PAYROLL ADMINISTRATOR.

CITY PROPOSAL:

RESOLVED, that the proposed amendment to the title of the civil service classification of payroll coordinator to payroll administrator, which was approved by the civil service board on October 5, 2010, and which is filed with the city clerk as Public Document No. _____, is approved. This classification shall be subject to the city's collective bargaining agreement with its confidential employees; and that pay range for said classification shall be Range 10A. 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 JAralo 11/23/2010

STATEMENT OF PURPOSE: The title of payroll coordinator was changed to payroll administrator to better reflect the level of responsibility of the classification and for conformance with titles recognized by the American Payroll Association. There is no change in the rate of pay, which is Range 10A, \$4,681 to \$5,677 per month.

PAYROLL COORDINATOR/ADMINISTRATOR

PURPOSE: Coordinate all City payroll activities.

FUNCTIONAL AREAS: Under direction of the Auditor:

1. Manage processing of time keeping and payroll administration for employee groups.
 - A. Prepare timely and accurate payroll information.
 - B. Audit, balance, and correct payroll documents, payroll time records, and related reports.
 - C. Gather, analyze and interpret data to create accurate payroll-related reports.
 - D. Maintain payroll registers and employee payroll files.
 - E. Maintain awareness of changes in federal and state tax laws and other regulations affecting payroll operations to ensure compliance.
 - F. Participate in development and implementation of procedural changes to comply with federal and state laws and regulations, union contracts, and other policies.
 - G. Participate in design and implementation of payroll system conversions and upgrades.
 - H. Participate in or oversee the issuance of all W-2 forms and ensure that information reported on these forms is accurate compared to federal and state reports.
2. Supervise work of assigned personnel.
 - A. Determine priorities and assign work to assigned personnel.
 - B. Establish work standards and participate in performance evaluations of assigned personnel.
 - C. Assist with the hire, transfer, suspension or discharge of assigned personnel.
 - D. Monitor work site to ensure compliance with established methods, guidelines, and procedures.
 - E. Train assigned personnel.
 - F. Participate in recommendation of adjustments or other actions in employee grievances.
 - G. Disseminate information to assigned personnel.
3. Perform related duties.
 - A. Assist with researching information, and compile and maintain data required for the development of management positions during contract negotiations.
 - B. Analyze effect of recommended contract proposals and provide feedback regarding feasibility and/or issues.
 - C. Provide input into the creation of payroll policies and procedures.
 - D. Respond to requests for payroll-related information from supervisors, managers, employees, etc.
 - E. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- A. A four-year degree in accounting or related, plus three years of comprehensive payroll and benefits administration experience; or five years of direct payroll management experience.

Knowledge Requirements

- A. Knowledge of human resource policies and procedures relating to salary administration.
- B. Knowledge of local, 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.

Ability Requirements

- A. Ability to effectively and thoroughly research, analyze and organize detailed, complex, and confidential information.
- B. Ability to communicate effectively, both orally and in writing.
- C. Ability to read, understand, and interpret law, ordinances, 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 train payroll personnel and to provide work direction.
- G. Ability to meet stringent deadlines and to prioritize work.
- H. Ability to establish and maintain effective working relationships with supervisors, co-workers, other city departments, and outside agencies.

Physical Requirements

- A. Ability to sit for long periods of time working at a computer.
- B. Ability to lift and carry items weighing up to 10 pounds.

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

Anlst: JA	Class:1736	Union: Confidential	Pay: 10A	CSB: 20091020
CC: 20100111	Res: 09-0778R	EEOC: Professional	EEOF: Admin/Finance	WC: 8810