



PAYROLL ADMINISTRATOR

DEFINITION

Under direction, organizes, administers, coordinates, and performs payroll activities in the Payroll Division of the Administrative Services Department; plans and oversees the accurate calculation of the City's biweekly payroll; performs a variety of complex and specialized payroll and accounting duties related to the processing of the City's biweekly payroll and the maintenance of the payroll system; reviews and reconciles a variety of payroll reports including payroll taxes, benefits reports, quarterly taxes, Affordable Care Act (ACA) reporting, and CalPERS retirement contributions; ensures all local, state, and federal rules and regulations are followed; reviews Memoranda of Understanding (MOU), resolutions, and other agreements, policies, or laws to identify their impact on payroll processes; trains staff on payroll processes, procedures, and reports; evaluates payroll processes and procedures and makes recommendations for improvement; maintains up-to-date knowledge of a variety of payroll related requirements; assists with the coordination, preparation, and analysis of the City-wide payroll budget; assists with a variety of special projects; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Provides lead direction and training to technical and administrative support staff. May exercise direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a single position, advanced journey-level professional classification responsible for the accurate processing of City-wide payroll including reporting of employee and employer data to federal and state agencies. This position is further responsible for performing complex and specialized payroll and accounting duties; maintaining payroll records; reporting and payment of tax withholdings; resolution of payroll problems; participation in financial software system issues, changes, and upgrades; and implementation of payroll related provisions of law and labor contracts. This position requires frequent use of a high degree of discretion, initiative, independent judgment, and attention to detail. Assigned special projects require significant accountability and ongoing decision making within established guidelines. Positions at this level work under direction and receive only occasional instruction or assistance as new or unusual situations arise and are fully knowledgeable of the operating procedures and policies within the department.

The Payroll Administrator is an "at-will" position that serves at the pleasure of the City Manager.

The Payroll Administrator classification is distinguished from Payroll Technician I/II in that the

former provides lead and technical oversight over payroll functions and performs complex, professional-level payroll duties.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Plans, oversees, and maintains the payroll system and employee pay records; posts and distributes time and attendance records; reviews, audits, and corrects timesheets; prepares paychecks; prepares and files required reporting documents in an accurate and timely manner including, but not limited to, quarterly reports and annual reporting of ACA and W2's.
- Applies current knowledge of City, state, and federal legislation affecting payroll; interprets and applies applicable provisions of MOUs and personnel rules.
- Provides lead oversight and trains staff on payroll processes, procedures, and reports; develops and maintains procedure manuals; provides information and instruction to personnel regarding procedures and methods involved in payroll processing.
- Prepares pay records for posting to the general ledger; reconciles payroll records to the general ledger; researches and resolves payroll related general ledger issues; prepares payroll journal vouchers.
- Processes withholdings, deductions, wage garnishments, or other special payroll actions and changes affecting net wages such as exemptions, and insurance coverage; submits biweekly CalPERS retirement reports; prepares payroll tax deposits; completes, verifies, and processes forms and documentation for administration of benefits such as pension plans, unemployment and medical insurance; reconciles payroll deductions withheld from employees to actual cost, including union dues and deferred compensation.
- Assists with the coordination, preparation, and analysis of the City-wide payroll budget, including interim, annual and biennial computations.
- Reviews employee timesheets for completeness and accuracy; integrates various payments from state disability insurance, workers' compensation, and paid family leave into employees' pay; audits and reconciles payroll deductions and earnings registers for reasonableness; posts and maintains payroll related employee data in a timely and accurate manner; monitors leave levels.
- Conducts a variety of analytical and operational studies regarding payroll activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval.
- Reviews MOU wording, resolutions, and other agreements, policies, and laws to identify their impact on payroll processes; assists with labor negotiations by providing a variety of data and information to management staff and calculating payroll projections; provides suggestions for MOU and resolution language related to payroll and benefits; interprets and explains rules and regulations regarding payroll to employees and staff.
- Identifies and resolves problems and inconsistencies relative to the maintenance of payroll accounting controls; reviews wages computed and works with human resources to correct errors to ensure accuracy of payroll; computes any corrections or retroactive pays; prepares

manual checks when necessary; makes wage adjustments.

- Exercises extreme sensitivity to the issues of confidentiality of employee/employer data and maintains absolute confidentiality of personal data.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of payroll; identifies opportunities for improvement and develops related recommendations.
- Leads, plans, organizes, assigns, and may supervise and review the work of technical staff, operations, and activities of payroll.
- Produces a variety of reports, including payroll reports, using the City's enterprise resource planning software and timekeeping system.
- Prepares, reconciles, and submits payments to providers for employee benefits and deductions.
- Evaluates operations and activities of assigned responsibilities; identifies, implements, and recommends improvements and modifications to the payroll system; analyzes operating issues, tests system upgrades and fixes; verifies results for accuracy.
- Assists employees, benefit vendors, auditors, and external entities with payroll and benefit questions and requests; works with management to address any legalities and payments regarding compensation concerns such as judgments, arbitrations, and/or court rulings; assists employees in the completion of payroll related forms.
- Attends meetings, conferences, workshops, and training sessions; and reviews publications and related material to become and remain current on principles, practices, and new developments in payroll.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of municipal payroll processing, administration, and records maintenance; budgeting and monitoring.
- Applicable federal, state, City policies, procedures, and MOU's.
- Pertinent laws, rules, and regulations governing areas of responsibility including, but not limited to, FLSA, employee leaves and benefit plans, federal W-2's and quarterly tax reporting, ACA reporting, and CalPERS reporting and procedures.
- Laws, rules, and regulations regarding the confidentiality of payroll related records.
- Research and report preparation techniques related to a wide variety of payroll programs and projects.
- Principles and practices of leadership.
- Bookkeeping and accounting principles.
- Methods and techniques of automated recordkeeping and report generation.
- Business arithmetic, including accounting, financial, and statistical calculations.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to the production of a municipal payroll, including related accounting requirements.
- Analyze, interpret, draw conclusions, summarize, and present administrative and technical information and data in an effective manner.
- Perform complex and technical personnel transactions and payroll related duties.
- Prepare, maintain, process, and reconcile a complex municipal payroll.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and participate in the performance evaluation of payroll staff.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- Maintain payroll records, reports, and files including verifying, reconciling, and balancing a variety of records and information.
- Establish and maintain internal controls.
- Analyze complex problems, evaluate alternatives, and make sound judgments and recommendations within established guidelines.
- Train staff on payroll processes, procedures, and reports.
- Verify, reconcile, and balance a variety of records and information.
- Assist in developing and implementing various policies and procedures.
- Effectively represent the department and the City in meetings with governmental agencies; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in Accounting, Finance, Public Administration, Business Administration or a closely related field.

AND

Five (5) years of increasingly responsible experience performing complex and varied technical payroll processing duties, preferably in the public sector.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Certification as a Payroll Professional from the American Payroll Association is desirable.

PHYSICAL DEMANDS

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and, carry reports and records that typically weigh less than 20 pounds.

ENVIRONMENTAL CONDITIONS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	July 2018
Revised	January 2022 (Title Change from Senior Payroll Admin to Payroll Admin), May 2023
FLSA	Exempt/At-will
Salary Schedule	Management Salary Schedule/Range 6