

PAYROLL ADMINISTRATOR

Salary Range: 24 (Confidential Salary Schedule)

DEFINITION

Under general supervision, performs a variety of complex and specialized payroll and accounting duties related to the processing of the City's payroll and the maintenance of the payroll system; reviews and reconciles a variety of payroll reports including payroll taxes, benefits reports, quarterly taxes, and CalPERS retirement contributions; ensures all local, state, and federal rules and regulations are followed; interacts with employees regarding questions and concerns regarding payroll issues; maintains up-to-date knowledge of a variety of payroll-related requirements; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level single position classification. Incumbents are expected to perform the full range of duties with only occasional instruction or assistance as unusual or unique situations arise.

SUPERVISION RECEIVED AND EXERCISED

The Payroll Administrator receives general supervision from assigned management staff and/or the Senior Payroll Administrator and may supervise or provide direction to assigned staff.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES:

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

- Maintains the payroll system and employee pay records; posts and distributes time and attendance records; reviews, audits and corrects time sheets; 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 W2's.
- Demonstrates a full understanding of applicable wage policies, procedures and work methods associated with assigned duties; maintains current knowledge of City, state, and federal legislation affecting payroll; understands and follows applicable provisions of MOUs.
- Reviews timesheets for completeness and accuracy; 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; prepares a variety of routine and special reports as necessary; audits and reconciles payroll deductions and earnings registers for reasonableness.
- Processes withholdings, deductions, wage garnishments, or other special payroll actions and changes affecting net wages such as exemptions, and insurance coverage; submits PERS retirement reports each payroll; 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.
- Exercises extreme sensitivity to the issues of confidentiality of employee/employer data and maintains absolute confidentiality of personal data.

- Runs computer programs to produce payroll reports; posts and maintains payroll related employee data in a timely and accurate manner.
- Integrates various payments from State Disability Insurance, Workers Compensation, and Paid Family Leave into employees' pay and monitors leave levels.
- Prepares, reconciles and submits payments to providers for employee benefits and deductions.
- Develops and maintains payroll processing procedures and provides information and instruction to personnel regarding procedures and methods involved in processing payroll.
- Interprets and implements personnel rules, Memoranda Of Understanding, federal and state regulations, changes to reporting; explains rules and regulations regarding payroll.
- Identifies and resolves problems and inconsistencies relative to the maintenance of payroll accounting controls; review wages computed and work 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.
- Assists employees, benefit vendors, auditors and outside agencies 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; researches changes to wage and hour ordinances and recommends modifications to the payroll system for compliance purposes; researches and analyzes data regarding salaries and benefits for cost studies.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of municipal payroll processing, administration, and records maintenance
- 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 and Quarterly Tax 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
- Bookkeeping and accounting principles; methods and techniques of automated record keeping and report generation
- Business arithmetic, basic statistics and statistical methods, basic accounting
- English usage, spelling, grammar and punctuation
- Office practices and technology including personal computer hardware and software typically found in a modern office

Ability to:

- Understand federal, state and local laws and regulations applicable to human resources administration, finance, and payroll processing
- Prepare, maintain, process, and reconcile a complex municipal payroll
- Maintain payroll records, reports, and files
- Safeguard and maintain the confidentiality of records
- Verify, reconcile, and balance a variety of records and information
- Interpret, explain, and apply applicable laws, codes, and regulations governing payroll administration
- Assist in implementing various policies and procedures
- Understand and carry out both oral and written instructions
- Organize work and set priorities for a variety of projects and tasks in an effective, efficient and accurate manner while ensuring all deadlines are met
- Process payroll and prepare related reports, spreadsheets, and documentation
- Understand the provisions of the City's various Memoranda Of Understanding and ensure compliance with same
- Collect data and conduct basic research and analysis
- Compile and maintain confidential and complex reports and files
- Communicate clearly and concisely; respond appropriately and effectively to the needs of internal and external customers
- Prepare and present clear, concise and logical written and oral reports
- Use computer technology and applications in the performance of daily activities
- Establish and maintain effective working relationships with those contacted in the course of the work
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Coordinate activities with other City departments and agencies as required
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications:

Any combination of education, training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by related college level course work, **AND**
- Three (3) years of increasingly responsible technical payroll experience, preferably in the public sector.

GENERAL QUALIFICATIONS**License Requirement**

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

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.

Working 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 after hours on-call assignments.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: September 2012

Revised: July 2020