

PAYROLL TECHNICIAN I & PAYROLL TECHNICIAN II

DEFINITION

To perform a variety of complex and specialized accounting duties related to processing City-wide payroll; to function as a liaison between the Finance/Payroll Department, and other City departments and employees by answering questions and solving complicated and/or sensitive payroll problems; and to perform a variety of technical tasks relative to payroll.

CLASS CHARACTERISTICS

Payroll Technician I - This is the entry-level class in the Payroll Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Payroll Technician I is distinguished from the Level II by the performance of less than the full range of duties assigned to the Level II. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Payroll Technician II – This is the journey level class in the Payroll Technician series and is distinguished from the Level I by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Level I.

SUPERVISION RECEIVED AND EXERCISED

Payroll Technician I

The Payroll Technician I receives immediate supervision from assigned management or supervisory staff.

Payroll Technician II

The Payroll Technician II receives general supervision from assigned management or supervisory staff. This position may exercise technical and functional supervision over lower level staff appropriate.

EXAMPLES OF DUTIES

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

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

Perform specialized and detailed work in the review and processing of City-wide payroll and related materials;
ensure the integrity of data and information related to payroll.

Analyze and reconcile a variety of payroll records; prepare, process, and maintain payroll records, and transactions, including Workers' Compensation, State Disability Insurance, and Employment Development Department.

Reconcile and transfer payroll taxes, ICMA files, quarterly taxes, and PERS retirement contributions.

Audit and process timecards; prepare and submit payroll accounting information for data processing; check payroll batches for errors and reconcile differences.

Audit and calculate adjustments for retroactive pay, benefit changes, pay raises and promotions; review all personnel transactions.

Answer questions and provide information to employees, departments and timekeepers about payroll and personnel procedures; interpret and explain payroll rules and regulations.

Balance payroll system controls; balance and post payroll transactions to payroll ledgers and reconcile to the accounting system; and balance various other financial transactions with source documents and controls.

Prepare, compile, tabulate and maintain payroll data and complex documents; assist with preparing technical financial, statistical and operational reports, statements and records.

Prepare payroll retention records for storage.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service

Perform related work as required to ensure the safety of staff and the public.

Performs other duties as assigned

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Education and/or Experience

Incumbent may possess any combination of education and/or experience that provides the knowledge, skills, and abilities necessary for acceptable job performance. A typical way to obtain the required knowledge and abilities would be:

Payroll Technician I

Graduation from high school or GED equivalent preferably some college or university credits in accounting, finance or related field and two years of responsible experience performing clerical accounting duties, preferably involving payroll.

Payroll Technician II

An Associate's degree from an accredited college or university in accounting, finance or related field and two years of responsible experience performing duties comparable to that of a Payroll Technician I.

Knowledge, Skills and Abilities:

Payroll Technician I

Knowledge of:

Practices, methods, and terminology used in payroll and timekeeping

Principles and practices of routine analytical research

Modern office practices and procedures, computer equipment and software applications related to financial accounting

Ability to:

Perform difficult and responsible technical work involving payroll and timekeeping.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze, reports and special projects; research, identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at a desk for long periods of time. Intermittently twist to reach equipment-surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn to process and reconcile complex payroll documents.

Prepare, process, review, and check submitted payroll and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.

Research and compile technical and financial information.

Operate a personal computer for data entry, inquiry, and report generation. Maintain confidentiality of a wide range of sensitive information.
Make accurate mathematical calculations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relations with those contacted during the course of work.

In addition to the qualifications for the Payroll Technician I a Payroll Technician II must also have the following:

Knowledge of:

Pertinent local, State and Federal laws, ordinances, rules and regulations related to payroll, wage and garnishment laws.

Governmental accounting and payroll practices, especially as applied to municipal organizations.

Ability to:

Independently perform difficult and responsible technical work related to payroll and related statistical record keeping.

Respond to and assist in resolving difficult and/or sensitive inquiries related to payroll processes.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: I, 4, 7, 12

GRADE I = 590 & II = 591

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