

MEETING DATE: 01/28/08

AGENDA ITEM: Consideration of Approval of the New Classification Specification for Payroll Technician II.

ATTACHMENT

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1. New Classification Specification for Payroll Technician II.	1 – 3
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PAYROLL TECHNICIAN II**DEFINITION**

Occupants of this classification are in the classified service. Under general supervision, this position performs complex and specialized accounting work related to the preparation, processing, and maintenance of payrolls.

DISTINGUISHING CHARACTERISTICS

The Payroll Technician II class is distinguished from Payroll Technician I by the regular performance of complex payroll related functions, higher level decision making, and training responsibilities. Incumbents in this position oversee, train, and assist in the evaluation of technical and clerical personnel.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the Accounting Operations Manager. Responsibilities include oversight of technical and clerical personnel.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may perform similar related tasks not listed here.

1. Coordinates the proper recording and reporting of salary and benefits offered by the City.
2. Prepares and processes payroll. This includes recording adjustments to employee payroll records, issuing payroll checks and direct deposit advices, updating and adjusting leave accruals, and transferring funds electronically for payroll, tax, retirement and deferred compensation purposes.
3. Analyzes and verifies reports generated by the payroll system.
4. Prepares information reports required by governmental agencies.
5. Prepares and files annual and quarterly employer tax returns and prepares and distributes employee wage statements (W-2's).
6. Acts as the lead staff person for the payroll system which may involve periodic meetings with benefits and information systems staff and participation in upgrades and updates.
7. Provides general assistance to employees regarding payroll matters.
8. Reconciles and balances insurance billings and retirement statements.

9. Responds to payroll related inquiries and complaints; analyzes and participates in resolving payroll issues.
10. Supervises the quality and quantity of work of subordinate staff by reviewing progress to determine if work objectives are being met.
11. Provides objective and constructive input for the performance evaluation of subordinates.
12. May develop, revise, and implement operating manuals and procedures related to the payroll system.
13. May develop payroll reports.
14. May maintain and update table entries in the payroll system.
15. Performs other related duties as assigned.

Knowledge of:

- Appropriate laws, rules, and regulations related to payroll administration.
- Methods and techniques of payroll processing.
- Spreadsheet, word processing and other applicable software applications.
- Governmental accounting and reporting practices.
- Payroll and financial systems.
- Modern business office practices and procedures, including filing systems.
- Techniques and principles of supervision and training.

Skill and Ability to:

- Interpret and apply complex policies and pertinent laws, rules and regulations related to payroll, leaves, claims, and other deductions.
- Perform mathematical calculations with speed and accuracy.
- Exercise diplomacy, tact, and good judgment consistently.
- Operate basic office equipment and personal computers.
- Accurately compile and prepare complete reports.
- Understand and carry out complex instructions.
- Establish and maintain effective relationships with fellow employees and the public.
- Communicate clearly and effectively, both orally and in writing.
- Work effectively with payroll systems.
- Meet deadlines with frequent interruptions.
- Train and evaluate subordinate personnel in all tasks associated with preparing, processing and maintaining payrolls.

LICENSES AND CERTIFICATES

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: an Associate of Arts degree in accounting with course work in business administration and four (4) years of experience equivalent to Payroll Technician I. Experience with JDEdwards financial and payroll system is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs work which is primarily sedentary.
- Is subject to office environmental conditions.
- May be required to work at a video display terminal for prolonged periods.

ATTACHMENT 2

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CITY OF CULVER CITY, CALIFORNIA

January 2, 2008
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order
at 7:03 P.M.

Present: Chair Sandy Stivers
Vice Chair Michael Whitaker
Commissioner Dan Gallagher
Commissioner Vincent Motyl
Commissioner Sharon Zeitlin

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Action Items (Excerpt)

Item A-2

**PAYROLL TECHNICIAN II: NEW CLASSIFICATION SPECIFICATION AND NEW
RECRUITMENT BULLETIN**

Serena Wright, Personnel & Employee Relations Director, gave an
overview of the staff report.

FOLLOWING DISCUSSION, IT WAS MOVED BY VICE CHAIR WHITAKER,
SECONDED BY COMMISSIONER ZEITLIN AND UNANIMOUSLY CARRIED, THAT
THE CIVIL SERVICE COMMISSION APPROVE ACTION ITEM A-2.

Approval of Minutes: Pending review on February 6, 2008

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Serena Wright
PERSONNEL & EMPLOYEE RELATIONS DIRECTOR of the City of Culver
City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION of the
City of Culver City, California