

City of Culver City, California  
**City Council Agenda Item Report**

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| Meeting Date: 01/28/08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Item Number: <u>A-8</u>                                                                           |  |
| <b>AGENDA ITEM: Approval of the Classification Specification for Payroll Technician II.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                   |  |
| Contact Person/Dept.: Mary Ortiz                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Phone Number: 310-253-5650                                                                        |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                 |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | Action Item: <input checked="" type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Public Notification: Master Notification List, Culver City Employees Association and Culver City Management Group on January 23, 2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                   |  |
| Department Approval:<br>Serena Wright (01/22/2008)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (01/23/08)                                  |  |
| Fiscal Impact Review:<br>Jeff Muir (by M. Noller) (01/23/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | City Manager Approval:<br>Jerry B. Fulwood (01/23/2008)                                           |  |
| <p><b><u>RECOMMENDATION</u></b></p> <p>Staff recommends the City Council approve the new classification specification for Payroll Technician II.</p> <p><b><u>BACKGROUND</u></b></p> <p>As part of the budget process for fiscal year 2007-2008, the City Council approved a request to include an additional position within the City Treasurer's Office. This position would be responsible for oversight of the two (2) existing Payroll Technician positions and assist with the more complex functions associated with the processing of payroll.</p> <p><b><u>DISCUSSION</u></b></p> <p>The new classification specification, Payroll Technician II, would perform, under general supervision, complex and specialized accounting work related to the preparation, processing, and maintenance of payroll. The Payroll Technician II classification is distinguished from the Payroll Technician classification by the regular performance of complex functions, higher level decision making, and training responsibilities. Incumbents in this position would oversee, train and assist in the evaluation of technical and clerical personnel.</p> <p>Listed below are some examples of the essential duties, knowledge, skills, and abilities as well as the training and experience associated with the position.</p> |  |                                                                                                   |  |

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*Essential Duties*

- Prepares and processes payroll. This includes recording adjustments to employee payroll records, including various deductions; issuing checks and direct deposit advices, updating and adjusting leave accruals; and transferring funds electronically for payroll, tax, retirement and deferred compensation purposes.
- Prepares information reports required by governmental agencies.
- Acts as the lead staff person for the payroll system which may include attending periodic meetings with benefits and information systems staff and participation in upgrades and updates.
- Reconciles and balances insurance billings and retirement statements.
- Responds to inquiries and complaints; analyzes and participates in resolving payroll issues.
- Oversees, trains, and assists in the evaluation of staff.

*Skills, Knowledge and Abilities*

- Interpret and apply complex policies and pertinent laws, rules and regulations related to payroll, leaves, claims, and other deductions.
- Methods and techniques of payroll processing.
- Governmental accounting and reporting practices.
- Perform mathematical calculations with speed and accuracy.
- Exercise diplomacy, tact, and good judgment consistently.
- Accurately compile and prepare complete reports and compose letters.
- Communicate clearly and effectively, both orally and in writing.
- Work effectively with payroll and financial systems and applicable software applications.
- Train subordinate personnel in all tasks associated with preparing, processing and maintaining payrolls.

*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.

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The Civil Service Commission approved the revised classification specification on January 2, 2008 (Attachment No. 1).

**FISCAL ANALYSIS**

The salary for Payroll Technician II has been previously approved at range 453. Sufficient funding was included in the City Treasurer's adopted 07-08 budget to accommodate this request.

**ATTACHMENTS**

1. New Classification Specification for Payroll Technician II
2. Draft Meeting Minutes for Civil Service Commission dated 01/02/08

**MOTION**

That the City Council:

Approve the new classification specification for Payroll Technician II.