



**CITY OF CULVER CITY**  
invites applications for the position of:

## **Payroll Supervisor**

An Equal Opportunity Employer

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**SALARY:**

**DEPARTMENT:**

**DIVISION:**

**OPENING DATE:**

**CLOSING DATE:**

**THE CITY:**

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$235 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

**THE POSITION:**

Under general direction, this management position directs, supervises and coordinates payroll functions within the Finance Department including disbursement of funds for payment of salaries and benefits, updating payroll procedures and keeping up to date on Public Employees Retirement System rules, procedures and policies; and provides highly responsible and complex administrative support to the Finance Manager.

**General Duties**

- Plans, organizes, supervises, coordinates, and troubleshoots the City's payroll processing functions.
- Supervises the bi-weekly payroll processing in accordance with various Memoranda of Understanding (MOU)s, employment contracts and federal and state rules and regulations.
- Oversees the recordkeeping and transfer of funds for payroll-related costs, pension benefit costs and deferred compensation and numerous other payroll deductions including donations to charities, bargaining unit dues, garnishments to various agencies, and

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insurance-related deductions.

- Oversees the preparation of required state and federal reports, including reports for the Public Employees Retirement System (CalPERS) and other governmental agencies, and confirms they are submitted timely.
- Assists with the formulation of programs, policies and procedures to comply with local, state and federal regulations. Implements procedures to provide adequate guidance and documentation for assigned staff as well as the various departments and employees. Performs department outreach and training.
- Assists with establishing and forecasting payroll-related costs for budgetary and planning purposes.
- Provides input into labor contract proposals in regard to feasibility, efficiency, compliance, impact on and/or cost to the payroll system. Assists in calculating estimates for forecasting labor negotiation packages. Reviews and implements the results of labor contract negotiations to assure all City contractual obligations are fairly applied and executed.
- Participates in the implementation, configuration, maintenance, testing and training of new or modified payroll and timekeeping systems. Performs system testing after upgrades and/or updates are applied.
- Ensures the confidentiality of all City and employee documents not immediately subject to public disclosure.
- Coordinates the annual financial audit and intermittent audits related to salary and benefits.
- Selects, trains, motivates, and evaluates assigned personnel. Works with employees to correct deficiencies and implements appropriate discipline procedures. Ensures excellent customer service is provided to city departments, citizens, the public and customers conducting business with the City.

### **Minimum Requirements**

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:

- 1) A Bachelor's degree from an accredited college or university in business administration, finance, accounting, economics or a related field.
- 2) Four (4) years of increasingly responsible experience in payroll related activities. Progressively responsible experience providing analysis and implementation of payroll and personnel activities. Experience managing a complex payroll system. Municipal payroll experience is desirable.
- 3) At least two (2) year experience coordinating or providing technical or general supervision to others is required.

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### **Licenses and Certificates**

Possession of a valid California Class C driver's license is required, if assigned to drive.

### **EXAMINATION PROCEDURES:**

Applicants must receive a passing score on all of the following examination components in order to be placed on the eligible list. **Please note:** There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

### **Examination Components**

- WRITTEN EXAMINATION (weighted at 50%): To determine technical knowledge including payroll, budgeting, and financial reporting. (Tentatively scheduled for \_\_\_\_\_).
- ORAL INTERVIEW (weighted at 50%): To evaluate training, experience, communication skills and personal qualifications. (Tentatively scheduled for \_\_\_\_\_).

### **ADDITIONAL INFORMATION:**

***The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.***

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

### **Equal Opportunity Employer:**

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

### **Conditions of Employment:**

- Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting

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appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

- Pre-placement medical evaluation including drug screen (select positions).
- Proof of COVID-19 Vaccination (all positions).
- E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.