



## **PAYROLL SUPERVISOR**

### **DEFINITION**

Occupants of this classification are in the classified service. 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.

### **SUPERVISION RECEIVED AND EXERCISED**

The positions assigned to this classification report to the Finance Manager or designee. Responsibilities include supervision of professional, technical and clerical personnel.

### **ESSENTIAL JOB DUTIES**

The following tasks are essential for this position. Incumbents in this classification may be called upon to perform all of these tasks or may be required to perform similar related tasks notlisted here.

1. Plans, organizes, supervises, coordinates, and troubleshoots the City's payroll processing functions.
2. Supervises the bi-weekly payroll processing in accordance with various Memoranda of Understanding (MOU)s, employment contracts and federal and state rules and regulations.
3. 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 insurance-related deductions.
4. 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.
5. 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.

## **ATTACHMENT 1\_Final Proposed**

6. Assists with establishing and forecasting payroll-related costs for budgetary and planning purposes.
7. 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.
8. 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.
9. Ensures the confidentiality of all City and employee documents not immediately subject to public disclosure.
10. Coordinates the annual financial audit and intermittent audits related to salary and benefits.
11. 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 KNOWLEDGE, SKILLS AND ABILITY**

#### **Knowledge of:**

- Applicable laws, rules, and regulations pertaining to municipal accounting, financial and payroll administration practices as it applies to the public sector.
- Federal and state rules and regulations, including but not limited to Public Employers Retirement Law, Internal Revenue Service, Social Security Administration, California State Franchise Tax Board, Fair Labor Standards Act, and California Government Code.
- Policies, procedures, laws, regulations of the Public Employees Retirement System.
- Principles, methods and practices of California local government payroll operations.
- Supervision, training, and performance evaluation.
- Principles and practices of effective customer service techniques.
- Modern office practices and procedures, including business correspondence, record-keeping systems and office equipment.

#### **Skill and Ability to:**

- Analyze, interpret and explain payroll policies, regulations and procedures.
- Select, supervise, train and evaluate staff.
- Establish and maintain an effective working relationship with employees and the public.
- Use contemporary software and personal computers, including spreadsheets, word processing, analytical and reporting tools, and Enterprise Resource Planning (ERP) software systems.
- Analyze facts, information and data. Maintain comprehensive records and prepare reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Make independent judgments and decisions.

- Exercise diplomacy, tact and good judgment consistently.
- Participate as an active member of the financial “team.”
- Prepare and present recommendations.
- Work effectively within strict deadlines.
- Work with confidential information and maintain confidentiality.
- Communicate effectively in both verbal and written form.

## **LICENSE AND CERTIFICATE**

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

## **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:

- 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.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Requires vision (which may be corrected) to read small print and computer screens.
- Hear in the normal audio range with or without correction.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to office environmental conditions.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings, weekends and/or holidays.
- May be required to attend periodic evening meetings and/or travel within and out of City boundaries.