

PAYROLL TECHNICIAN (UC)

DEFINITION

Under general supervision, performs complex responsible accounting related work in the preparation and disbursement of the City's payroll as well as the development and submission of all required payroll records and reports.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Computes and interprets compensation and deductions as outlined in bargaining agreements, resolutions, and in accordance with federal and state guidelines; computes and prepares all adjustments and disbursements; prepares, balances, and submits reports to the Public Employees Retirement System as well as the 457 deferred compensation plan provider, prepares appropriate federal and state tax reports, processes and calculates wage withholding orders i.e. child support, spousal, taxes; coordinates and researches employee related payroll data, performs minor programming adjustments to the payroll system, prepares special payment vouchers, maintains effective communication with employees, retirees, and all levels of outside government agencies.

DISTINGUISHING FEATURES OF THE CLASS

The work of this entry-level technical class is responsible accounting related work of varied nature. The class involves maintaining payroll related accounts and records on a payroll software based system. The class requires the application of judgment based upon knowledge gained through experience and research. Decisions are made in accordance with established precedents, department policies, established agreements, and federal and state guidelines. This class is distinguished from the Senior Payroll Technician class by the degree of autonomy and complexity and variety of assignments.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and experience equivalent to graduation from high school, including or supplemented by courses in office practices, and two years of experience in performing complex payroll, statistical or other financial work or any equivalent combination of education and experience which provides the following knowledge, skills and abilities. In addition, experience or knowledge of payroll systems and software that demonstrates the skills and abilities of maintaining a computer based payroll system is highly desirable.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: payroll systems and software; business software such as Microsoft Word, Excel and Access; modern office practices and procedures.

Skill in: making basic to complex arithmetic computations manually; filing; maintaining office records; operation of office equipment, including calculators and personal computers.

Ability to: understand and interpret legal documents, bargaining agreements, federal and state payroll guidelines and regulations including the Fair Labor Standards Act; understand the basic element of confidentiality as it relates to existing laws; understand and follow oral and written communication; apply good judgment in making decisions in accordance with laws, ordinances, regulations, departmental policies, and procedures; establish and maintain effective working relationships with other employees and outside agencies.

SPECIAL WORKING CONDITIONS: Willingness and ability to work above the normal workweek schedule, including weekends, holidays or evenings, on a consistent basis.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are well-organized and highly skilled in accounting related work of a varied nature involving payroll accounts and records. They exercise good judgment gained through application, experience, and research, and they use discretion when dealing with sensitive and confidential information.

Class Title established per Resolution 87-94,  
effective 12-16-87

Prepared and approved through 1986-87 Clerical Study Process

Reviewed: 03/08  
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