

SENIOR PAYROLL TECHNICIAN (UC)DEFINITION

Under direction, performs paraprofessional payroll duties including complex, responsible accounting-related work in the preparation and disbursement of the City's payroll and has primary responsibility for the full cycle of payroll processing.

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 monetary adjustments and disbursements. Serves as primary liaison to the Personnel Department on work necessary to implement Personnel and operating department-driven changes in the payroll system. Prepares, balances, and submits reports to the Public Employees Retirement System and the 457 deferred compensation plan provider regarding participation in the plan and the loan program. Prepares appropriate federal and state tax reports and processes W-2 forms. Performs more complicated retroactive pay calculations. Processes and calculates wage withholding orders i.e. child support, spousal support and taxes. Coordinates and researches employee-related payroll data. Performs minor programming adjustments to the payroll system; inputs employee work schedules. Prepares special payment vouchers. Maintains effective communication with employees, retirees, and all levels of outside government agencies.

DISTINGUISHING FEATURES OF THE CLASS

This class performs journey-level payroll and accounting work of a varied nature, requiring the application of judgment based upon knowledge gained through experience and research. Decisions are made independently or upon consultation in accordance with established precedents, department policies, established agreements, and federal and state guidelines. The class is distinguished from the Payroll Technician by its greater autonomy and complexity of assignments.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and experience equivalent to graduation from high school, including or supplemented by courses in office practices, and three 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: conduct full-cycle payroll processing; calculate retroactive pay adjustments; 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 knowledgeable and highly skilled in payroll-related research, accounting and record-keeping. They are well organized and extremely detail-oriented. Although they enjoy work that requires concentration, they also appreciate opportunities to interact with City employees and are sensitive to the confidential nature of their work.

Class title established per Council Resolution No. 2007-045,
effective 07-01-07.

Class specification prepared and approved: 3/08
ADA Approved: 3/08