

**CLASS SPECIFICATION**  
**Payroll Supervisor**

**GENERAL PURPOSE**

Under direction, supervises, oversees and participates in performing responsible work in the preparation, processing and maintenance of the City's payroll and related records; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Payroll Supervisor is responsible for supervising and overseeing City-wide payroll operations and performs highly responsible duties in the preparation, administration and maintenance of City payroll transactions and records. The incumbent is accountable for ensuring the payroll function is performed in strict adherence with relevant laws and codes, City policies and procedures and in accordance with sound financial management principles and practices. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Payroll Supervisor is distinguished from other City supervisors in that an incumbent specializes in supervising and overseeing City payroll functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual department budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and City goals, objectives and performance measures consistent with the City's quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's human resources policies and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Supervises, oversees, monitors and participates in City payroll activities, including the reconciliation of payroll and payroll deductions and the payment of payroll taxes and health and benefits to providers; reviews, audits and approves payroll documents, schedules and correspondence; prepares documentation to process correcting adjustments to databases or the general ledger; analyzes and resolves payroll exception reports; coordinates payroll activities and information with other City departments and responds to inquiries regarding payroll issues.
5. Oversees the development and maintenance of an automated payroll system and associated manual payroll records and documentation; sets up and maintains payroll tables and codes in the payroll system.
6. Oversees and supervises payroll vendor payment preparation and the balancing of payroll liability accounts; establishes procedures for and provides training to staff on balancing liabilities and maintaining subsidiary ledgers.
7. Oversees and supervises quarterly and annual tax balancing and reporting; identifies and corrects discrepancies in taxable earnings and reports third-party sick pay; prepares year-end accrual journal entries; prepares, reconciles and submits required payroll reports to federal and state agencies.
8. Generates salary and benefit cost projections for annual budget processes; prepares updated salary schedules and benefits tables annually; generates and distributes market increase/COLA letters to employees.
9. Leads the processing and preparation of the bi-weekly City payroll in accordance with City policies and contract provisions; reviews timekeeping reports to identify and resolve errors in time reported; confirms earnings and deductions for validity; verifies and calculates overtime payments.
10. Creates and updates data and formulas on a variety of City forms, templates and reports; designs and develops payroll and human resource-related applications and reports using database applications, visual basic/SQL programming and advanced Excel formulas and macros; assists Finance and Human Resources staff with the development of pay and benefit-related policies and forms and reports using Crystal, Excel and Access software.

#### **OTHER DUTIES**

1. Designs and develops reports for special purpose and ongoing use.
2. Prepares audit schedules and assists auditors with annual audit preparation.
3. Assists Technology Services with the implementation of payroll software upgrades and fixes.

**Provides information to City staff on payroll processes and policies; prepares and delivers presentations to staff on changes to payroll policies and/or procedures**

#### **Knowledge of:**

1. City rules, procedures and practices governing payroll and related transactions.
2. Methods, practices, documents and terminology used in processing payroll transactions and in financial recordkeeping.

3. Operations and requirements of the City's computerized payroll system.
4. Operations and uses of database applications, visual basic/SQL programming and advanced Excel formulas and macros in the design and development of payroll and human resource-related applications and reports.
5. City functions and operations and associated payroll issues.
6. Theory, principles and practices of general, fund and governmental accounting, including internal control.
7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
8. Principles and practices of public administration, including budgeting and maintenance of public records.
9. Principles and practices of sound business communication.
10. The use of spreadsheets and other standard financial and business software.
11. Standard office procedures and practices.
12. Principles and practices of effective supervision.
13. City human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Operate a computer and spreadsheet software.
2. Collect, evaluate and interpret data, either in statistical or narrative form.
3. Analyze administrative, operational, procedural, organizational and/or financial problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
4. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, policies and procedures.
5. Communicate clearly and effectively, both orally and in writing.
6. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
7. Prepare and maintain accurate and complete specialized records and files.
8. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
9. Maintain confidential and sensitive information.
10. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
11. Establish and maintain effective working relationships with City management, staff, vendors and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate's degree in bookkeeping, accounting or a closely related field; and at least five years of progressively responsible experience in performing payroll duties and functions, at least two years of which were in a lead capacity which included performing financial or statistical recordkeeping; or an equivalent combination of training and experience. Experience in a public agency is especially desirable.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, staff, vendors and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works under typical office conditions, and the noise level is usually quiet.