

CLASS TITLE: PAYROLL SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for supervision of all payroll related and administrative support functions and other related assigned duties.

ESSENTIAL TASKS:

- Supervises payroll activity reconciliation, payroll processing, and administrative support for management
- Configures, manages, and/or modifies data for attendance for sworn and non-sworn employees following City policies and procedures and applicable collective bargaining agreement provisions
- Handles employee inquiries and/or payroll or other administrative matters and assists in resolving issues in a timely manner
- Enters transfers, assignments, and promotions into databases and update field org charts with new transfer information; and maintains department organizational chart for all sections/divisions
- Audit personnel and payroll records for accuracy including monitoring of leave and attendance records
- Supervises the maintenance of large centralized record systems ensuring that information/records are placed into the proper databases
- Develops, maintains, and trains staff as necessary
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting, business or public administration or a related field, and two (2) years of responsible payroll experience, and some experience in the use of payroll software, preferably with at least one (1) year of responsible lead or supervisory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and methods of accounting as applied to payroll operations; considerable knowledge of modern office management procedures, practices, and equipment especially as applied to payroll operations; and considerable knowledge of data processing applications and use potential. Ability to analyze and resolve payroll-related issues; ability to effectively conduct complex audits of municipal properties and records; ability to recognize and resolve problems resulting from program errors and system malfunctions; ability to plan and supervise the work of staff; ability to make mathematical calculations with speed and accuracy; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skilled in the use of personal computers and related software; demonstrated skill in attention to detail, and must possess excellent interpersonal and communication skills.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Certified Payroll Professional (CPP) certificate is preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and may require some overtime.

Class Code: 2063

EEO Code: E-02

Pay Code: EX-32

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Group: Fiscal
Series: Financial Management

Effective date: September 16, 2019