

Class Title: Payroll Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Manages the operation of the City’s payroll system ensuring system functionality and compliance with all applicable laws, rules and regulations. Supervises a team of payroll professionals in the planning, development, operation and maintenance of the payroll system and all related functions. Responsible for managing the accounting, recording, monitoring, and reporting of all payroll related accounts including salary expenses and withholding taxes, benefit and retirement contributions, and workers compensation and garnishment payments. Work is performed under the general direction of the City Controller.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages the City’s computerized payroll system in accordance with City regulations, policies and procedures. Responsible for preparing the annual payroll calendar and scheduling the processing, accounting and reporting of a budget of over \$170 million a year. Supervises and leads the payroll team in processing garnishments, tax liens, bankruptcies, child support payments, benefit adjustments, annual leave payments and all other payroll related adjustments in accordance with federal and state regulations. Ensures that the payroll is properly balanced and the payroll taxes are accurately withheld. Responsible for confirming the final payroll and authorizing the printing of over 5000 checks and direct deposit advises. Coordinates and leads the payroll team while working under time constraints to meet numerous deadlines.
2	S	Manages the payment and reporting of federal and state withholding taxes and the preparation of related reports. Supervise and/or prepare the employer’s quarterly tax return (941), VEC quarterly tax report, VA quarterly reconciliation of Virginia income tax withheld (VA16) and multiple worksite reports. Responsible for balancing withholding taxes and transmitting electronic tax deposits. Process and transmit direct deposit file to the Federal Reserve Bank. Interprets payroll policies and procedures and assists federal and state agencies and financial institutions regarding payroll matters.
3	S	Work with Risk Manager and third party provider to administer and process worker’s compensation payments. Verify and approve workers compensation payments, calculate city contribution, adjust salaries and authorize payments to employees

CSC Adopted: November 2005, CSC Revised: _____

Physical Strength Code		ESSENTIAL FUNCTIONS
4	S	Responsible for coordinating and overseeing a variety of special projects with the Department of Technology and Human Resource Department. Analyzes and recommends enhancements to the payroll system, reviews new releases, tests system upgrades and fixes and verify results for accuracy. Provide assistance and advice to all departments, payroll representatives, and employees on payroll policies and procedures. Plans, coordinates, and provides training for all end users of the payroll software. Documents all payroll processing procedures and updates documentation with each new software release.
5	S	Manage, coordinate and supervise the processing of W-2's . Work with the Department of Information Technology to balance, process and print over 6000 W-2 forms

CSC Adopted: November 2005, CSC Revised: _____

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience working with a computerized payroll system.
Certifications and Other Requirements	N/A.
Reading	Work requires the ability to read manuals, payroll tax publications, tax laws and rules, policies, procedures, training materials, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as accounting calculations.
Writing	Work requires the ability to write payroll processing policies and procedures, memorandum, reports, and general correspondence.
Managerial	Managerial responsibilities include leading the operation of the City's computerized payroll system, supervising team functions, preparing the yearly payroll calendar, and coordinating system upgrades.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Customer service, training, supervision, filing
Sitting	C	Computer, desk work, answering telephone
Walking	O	Inter-office, to/from other departments
Lifting	O	Files, records, documents, books, binders, office supplies
Carrying	O	Files, records, documents, books, binders, office supplies
Pushing/Pulling	R	File cabinet drawers
Reaching	O	Files, records, documents
Handling	O	Files, records, documents, books, binders, office supplies
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	To retrieve files from cabinet drawers
Crouching	R	To retrieve files from cabinet drawers
Crawling	N	
Bending	O	To retrieve files from cabinet drawers
Twisting	R	To retrieve files from cabinet drawers
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, filing, reading, customer service, supervision
Hearing	C	Telephone, co-workers, staff, supervisor, meetings
Talking	F	Telephone, co-workers, staff, supervisor, meetings, teaching software classes
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, calculator, telephone, Standard Microsoft Windows and Office software, PeopleSoft, Telnet, AS400, Advantage Financial System software (AFIN)

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)