

Class Title: Payroll Administrator

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Assists in the administration of the operation of the City’s active and retiree payroll systems. Work is performed under the general direction of the Director of Finance or designee. Will perform duties of Payroll Manager in their absence.

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	Assists with the development of procedures for processing automated payrolls to ensure detection of mathematical errors and compliance with the Internal Revenue Code, established City ordinances, court orders, and generally accepted accounting procedures; and assists with the development of audit procedures to ensure that each employee receives an accurate paycheck each payday.
2	S	Assists with the development and maintenance of procedures for posting control sheets and making accurate deposits of withholdings from employees’ pay to prevent assessment of penalties by federal and state agencies for late or inaccurate remittances.
3	S	Assist in developing procedures to ensure adequate documentation of payroll exception. Documents all payroll processing procedures and updates documentation with each new software release.
4	S	Assist employees in making changes in their Retirement Planning.
5	S	Accurately interprets impact on the City of changes in the Internal Revenue Code (IRC); avoids assessment of monetary penalties on the City by compliance to the IRC and State Tax Code; files all legally required reports accurately and timely to avoid monetary penalties; maintains an effective working relationship to ensure compliance with payroll procedures; educates City employees to effectively maximize their retirement benefits; and ensures maintenance of payroll records that are accurate and document an audit trail of the payroll system.
6	S	Monitors, supervises staff, and assists with payroll processing by reviewing, analyzing and resolving payroll error messages, entering adjustments to the system, and evaluating whether employees are eligible for leave with pay or leave without pay. Conducts, in cooperation with the Finance Payroll Manager, required payroll representative training and certification.
7	S	Performs other job duties as assigned. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

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	Four years of experience working with a computerized payroll system. Supervisory experience preferred.
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.

CSC Adopted: June 2016, CSC Revised: March 2018

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.
--	--	--	--	----------------------------

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	

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
-----------	----------------------------	-----------------------------	----------------	-----------

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:

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.
---	---	---	---------------------------------------	-------------------------

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)