

City of South San Francisco
Human Resources Department

Payroll Administrator
Class Description

Definition

Under minimal supervision, plans, organizes, administers, and implements the City payroll system; ensures the proper operation of the City's payroll system; maintains, prepares and submits payroll related reports; provides technical support to departmental staff and employees with respect to payroll processing and related questions; coordinates with City's Human Resources and Information Technology Departments on needed changes, and performs related work as required.

Distinguishing Characteristics

This classification is distinguished from other financial related classification in that this classification has significant responsibility for coordinating and administering payroll activities and researching and resolving technical issues, including payroll software issues. Incumbents have direct contact with other departments, employees, and outside agencies, ensuring compliance with laws and rules related to payroll.

Typical and Important Duties

(Essential and other important responsibilities and duties may include, but are not limited to, the following:)

1. Recommends and assists in the implementation of goals and objectives related to the administration of City payroll; establishes schedules and methods for the maintenance and processing of payroll; implements policies and procedures.
2. Researches, compiles and prepares reports and documentation on payroll related activities; analyzes payroll activities and develops corrective action
3. Administers, coordinates, participates in, and ensures the timely and accurate completion of bi-weekly payroll; reviews payroll entry and provides technical support to departmental staff.
4. Determines schedules and timelines for payroll processes and preparation and submission of related reports.
5. Administers and maintains the accuracy of the City's payroll software; implements and tests payroll software system changes; consults with City Information Technology staff, Human Resources staff, Finance staff, payroll support staff, and outside vendor regarding software updates.
6. Reviews and evaluates legislation, discusses implications with other Payroll professionals and Human Resources staff, State and Federal regulations, CalPERS rules, memoranda of understanding and other documents for their impact on payroll procedures and the payroll system; develops and implements modifications, ensuring compliance.
7. Recommends and implements system and procedure changes, which includes testing changes in a test software environment, assessing results, and coordinating to obtain

- software changes/upgrades, and IT Department support as needed to implement new legislation and regulations.
8. Reviews Personnel Action forms and related documents for accuracy and compliance with payroll related policies.
 9. Calculates a variety of pay, including but not limited to, retroactive pay, step increases, and demotions, and premium pay across a minimum of four bargaining units (not all have premiums) with different rules.
 10. Implements bargaining unit wide salary adjustments, tests in system for accuracy, works with software consultant and IT Department to correct problems, and then calculates retroactive adjustments for bargaining units, if applicable..
 11. Creates files for payroll-to-general ledger interface; processes journal entries as well as payroll-to-benefit related interface files; establishes and maintains balancing procedures; reviews, researches, and resolves issues.
 12. Analyzes Memoranda of Understanding language for appropriate implementation related to payroll and vacation buybacks.
 13. Provides consultation to pending retirees regarding retirement options and calculations.
 14. Prepares, reconciles, and submits a variety of bi-weekly, monthly, quarterly and annual payroll reports, including but not limited to payroll taxes reports, retirement, deferred compensation, payroll deductions, and sick/vacation accruals.
 15. Provides technical information to City personnel regarding procedures and methods involved in entering payroll data; receives, researches, and responds to questions and concerns regarding payroll process.
 16. Coordinates with Human Resources staff regarding the implementation of changes to negotiated salary and benefits and their impact on the payroll process.
 17. Receives and processes wage garnishments.
 18. Supports the annual outside audit process by compiling requested information and responding to questions regarding payroll related matters and processes.
 19. Provides technical and functional supervision over lower level staff.
 20. Represents the City's payroll function on committees, outside organizations, and at staff meetings; coordinates activities with other departments.
 21. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
 22. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Federal and State laws, rules and regulations related to the processing of payroll.
- CalPERS reporting requirements for different tiered employees and different bargaining units.
- Methods and practices used in financial and statistical calculations.
- Computerized payroll procedures and practices including basic knowledge of database and system modification.
- Principles of basic arithmetic and accounting.
- Use of Excel or related spreadsheet applications.
- Research techniques.

- English usage, spelling, grammar, and punctuation.
- Principles and practices of technical and functional supervision.
- Principles and practices of customer service.
- Modern office equipment, methods, procedures, and computer hardware and software.

Ability to:

- Effectively administer, coordinate, and participate in the processing of City payroll.
- Correctly perform a variety of payroll calculations.
- Interpret and apply State and Federal laws and MOU language as they relate to the processing of payroll.
- Prepare a variety of State and Federal payroll reports.
- Use independent judgment within established procedural guidelines.
- Maintain confidentiality regarding sensitive information.
- Update, maintain and test payroll software.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with minimal supervision.
- Communicate effectively in writing and orally, and with others to assimilate, understand and convey information, in a manner consistent with job functions.
- Establish and maintain cooperating working relationships with those contacted in the course of work.

Skill in:

- Operating a personal computer and a variety of software applications.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of increasingly responsible experience in the preparation and processing of payroll in a multi-union environment including two years in coordinating payroll processes and administering laws and regulation changes.

Training: A Bachelor's Degree in Mathematics, Business, Finance, or Accounting, or related field is highly desirable.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain and maintain, valid California driver's license and maintain a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a

computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 25 pound boxes, files, and materials.

Work Environment: Mobility to work in a typical office and/or field setting.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours or off-shift work for meeting attendance or participation in specific projects or programs.

Approved: May 14, 2014
Revised Date: N/A
Former Titles: None
Abolished: N/A
Bargaining Unit: Mid-management
ADA Review: April 2014
DOT: No
Physical: No
Status: Classified/Non-exempt
EEOC Category: EF1\EJ3
Job Code: M

ADA Documentation of Essential Duties

1. SAE
2. SDE
3. SDE
4. SWE
5. MAE
6. MAE
7. MAE
8. SDE
9. SDE
10. OAE
11. MWE
12. MAE
13. OAE
14. MWE
15. MAE
16. OAE
17. SWNE
18. OAE
19. SDE
20. MAE
21. SAE