

**CLASS SPECIFICATION
Senior Payroll Technician**

GENERAL PURPOSE

Under general supervision, performs highly responsible technical and specialized duties in the preparation, processing and maintenance of the City-wide payroll and related records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Payroll Technician performs highly responsible duties in the preparation, administration and maintenance of City payroll transactions and records, ensuring that this function is carried out in an accurate, timely manner in accordance with all applicable legal requirements.

Senior Payroll Technician is distinguished from Payroll Supervisor in that an incumbent in the latter class is responsible for supervising, overseeing and participating in the preparation of City payrolls and payroll records.

Senior Payroll Technician is further distinguished from Senior Accounting Technician in that incumbents in the latter class are responsible for performing a variety of complex and highly responsible accounting support work.

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. Reviews and oversees processing of the City's biweekly payroll; reviews and oversees processing of payroll action forms and resolves discrepancies with Human Resources; ensures employees are correctly set up in the payroll system; verifies, audits, edits and processes other special employee payrolls in accordance with City policies and procedures and labor contract agreement provisions; calculates retroactive benefit changes and prepares documentation for override entries; generates reports and verifies accurate reporting of changes in pay, payroll status, benefits, taxes and other deductions, as well as retroactive pay adjustments and terminations; verifies, monitors, edits and enters timekeeping for exception timesheets involving Disability, Workers' Compensation, FMLA and sick leave donations; works with departments to resolve reporting problems and errors; prepares adjustments to individual employee pay to correct errors.
2. Notifies employees and processes and data enters special payroll transactions, such as wage assignments and liens, advances and child support payments; makes payroll system adjustments to ensure appropriate payroll tax treatment of retroactive and other special wages; checks preliminary and final payroll reports and registers; balances deductions and benefits to payroll registers and approves for final processing; generates special payroll checks; ensures timely and accurate posting of

payroll to the financial accounting system; verifies and transmits electronic bank deposits; generates and distributes a variety of system reports and ensures appropriate documentation for audit purposes.

3. Posts payment amounts to spreadsheets for subsidiary ledger accounts; prepares payment authorizations for vendors; generates timely EFT transfers for tax deposits; reconciles quarterly tax reports to the general ledger; prepares and submits quarterly tax returns and media files for transmission; balances quarterly benefit and payroll balances to year-end totals and prepares W-2s and year-end reports; reconciles payroll liability accounts, resolves discrepancies and prepares adjusting journal entries.
4. Prepares and maintains a variety of payroll reports, records, documentation and files; prepares and submits PERS reports for retirement contributions and prepares journal entries for accrual of expenses between fiscal years; prepares journal entries to post the purchase of vacation hours.
5. Monitors and processes unclaimed payroll checks; notifies employees of unclaimed paychecks and issues stop payments; reissues paychecks and prepares appropriate journal entries.
6. Reviews and processes retiree medical benefit payments; reviews documents submitted for reimbursement to ensure compliance with City policies and procedures; calculates and processes payments; prepares adjustments for benefit changes and corrections.
7. Prepares payments for employee withdrawals from the VEBA Trust account; calculates, deducts and deposits tax payments for backup withholding; reconciles quarterly bank statements.

OTHER DUTIES

1. Oversees the work of lower level payroll and temporary employees assigned to work area; provides training to employees on work procedures; explains department practices and use of resources; reviews work for accuracy and conformance to City and department standards; resolves employee questions and concerns.
2. Attends a variety of meetings, training sessions and seminars as required.

QUALIFICATIONS

Knowledge of:

1. Federal, State and City laws, regulations, rules and guidelines applicable to timekeeping, payroll preparation and pay reporting.
2. Methods, practices, documents and terminology used in processing payroll transactions and in payroll recordkeeping.
3. The City's payroll system and associated practices and procedures for processing payroll information and interpreting input and output data.
4. Types, election choices and employee costs for City benefit plans.
5. Operation of standard business computer software.

6. Standard office practices and procedures.
7. Principles and practices of sound business communication.
8. City human resources policies and labor contract provisions.

Ability to:

1. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
2. Interpret, apply and reach sound decisions in accordance with City rules, policies and department procedures.
3. Organize, set priorities and exercise sound judgment within established guidelines.
4. Make calculations and tabulations and review payroll and related documents and information accurately and rapidly.
5. Operate a computer using spreadsheet and other standard business software; operate other standard office equipment.
6. Understand and carry out written and oral instructions.
7. Learn and apply new information.
8. Prepare clear and accurate payroll records and reports.
9. Prepare and maintain accurate and complete specialized records and files.
10. Communicate clearly and effectively, both orally and in writing.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential payroll issues and situations.
12. Maintain confidential and sensitive information.
13. Establish and maintain effective working relationships with management, staff, the public 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 timekeeping and payroll duties and functions; or an equivalent combination of training and experience. Experience in a public agency is especially desirable.

Licenses; Certificates; Special Requirements:

None.

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 class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

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, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and interact with management, staff, the public 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.

Employees work under typical office conditions, and the noise level is usually quiet.