

Attachment A

City of Stockton

Established:	07/08/08
Resolution:	CC08-0274
Spec Adopted:	08/08/08
Ratifying Resolution:	CS08-091
Spec Amended:	09/12/14
<u>Spec Amended:</u> <u>To CSC:</u>	
CS Status:	Classified
Unit:	Supervisory
FLSA Status:	Exempt
Formerly <u>Payroll Supervisor</u> , Financial Services Supervisor	

SUPERVISING PAYROLL SUPERVISOR/ANALYST

DEFINITION

Under general supervision/direction, plans, coordinates, and supervises a wide range of highly responsible, confidential, and complex financial duties with set procedures in the maintenance and processing of the City's payroll function; monitors and ensures accurate and timely completion of payroll distribution activities, review, and processing of payroll records and documents to maintain centralized payroll operations; maintains compliance with regulations governing payroll activities; ensures work quality and adherence to policies and procedures; ~~submits compliance reports;~~ responds to staff and public inquiries; supervises and trains assigned personnel; and performs related work as assigned.

CLASS CHARACTERISTICS

This class is assigned to the Administrative Services Department and reports to the Accounting Manager. The classification is characterized by the responsibility to coordinate payroll procedures for each pay period, resolving any payroll discrepancies and maintaining all tax mandated requirements; to review payroll policies and procedures, recommending opportunities for improvement and implementing workflows and processes; and to oversee the work of other payroll staff~~plan, implement, and evaluate the City's payroll administration and perform difficult, complex, or specialized financial analyses. — plan, implement and evaluate the City's payroll processes and perform difficult, complex or specialized financial support work. The incumbent in this class exercises a high degree of independent judgment in diverse and specialized payroll related projects and provides day-to-day supervision of staff assigned to the Payroll Unit in the~~ Administrative Services Department.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Plans, directs and administers the duties of the payroll section, assigning and reviewing the section's tasks, such as timekeeping, bi-weekly paycheck processing, and record-keeping.
- Reviews the accuracy of payrolls, including but not limited to shift differential payments, annual increases, collective bargaining increases, wage garnishments, and retirement calculations.
- Approves and authorizes payroll check printing, pay card management, and direct deposit transmittal to the bank; reviews and approves final gross pay calculation by the payroll system each pay period.
- Works closely with the Human Resources Department to ensure that payroll procedures are consistent with applicable personnel rules and Memoranda of Understanding provisions.

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- Interprets Federal and State laws related to payroll operations and assures City compliance.
- Updates and trains staff in various payroll/personnel related areas such as State labor relations laws, garnishment laws, deferred compensation, and PARS and CalPERS reporting requirements.
- Communicates verbally and in writing with employees on an individual and citywide basis on payroll changes and/or issues.
- Works closely with the Accounting Manager to assist external auditors during the audit process by providing documents, reports and other payroll-related reports upon request; implements procedural changes recommended by the auditor.
- Develops and maintains a comprehensive Payroll Operating Procedures manual.
- Supervises, assigns, reviews and participates in the work of subordinates; assumes responsibility for recommending a variety of personnel actions in such areas as performance evaluations, training, selection and disciplinary measures; monitors and reviews work in progress, providing technical assistance and guidance.
- Reviews transactions and accounts to detect errors and omissions and resolve discrepancies; designs and coordinates formatting, programming, distribution, filing and archiving related financial reports; responsible for posting, balancing and reconciliation of various General Ledger accounts and subsidiary accounts; coordinates with others to implement optimal methods of coding, charging and reporting.
- Participates in the development, implementation, and modification of automated fiscal systems; may coordinate system customization to meet the needs of departments and/or maintain sound financial practices; leads and/or participates in financial system user groups, establishing project priorities and developing solutions to system processing problems.
- Coordinates timely filing of tax returns and related reports.
- Maintains knowledge of current financial accounting and reporting concepts, standards and procedures; applicable rules, laws and recent developments; tax and other regulatory requirements; and City policies and procedures. Processes, audits, prepares and monitors the City's payroll in order to produce payroll in a timely manner.
- Plans and supervises the work of payroll staff; assigns work duties, establishes project deadlines, and prioritizes and monitors employee workloads.
- Participates in the recruitment and selection of staff; provides training; evaluates performance and achievement of goals of assigned personnel and provides guidance and direction on performance improvement.
- Supervises the process of identifying and resolving problems and inconsistencies relative to the maintenance of payroll accounts control; prepares manual checks when necessary; makes wage adjustments.
- Participates in the development and implementation of goals and objectives for the Unit.
- Monitors and ensures the City's compliance with all Federal, State, and local regulations governing disbursement activities, including payroll taxation.
- Reviews and submits necessary reports such as those related to California Public Employees' Retirement System (CalPERS), Federal and State tax deposits, and other reports on a regular or as needed basis.

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- Monitors and ensures staff compliance with departmental policies, procedures, and work standards. Collaborates with the Human Resources Department on a routine operational basis to carry out confidential personnel transactions, such as salaries, benefits, promotions, special pays, reclassifications, demotions, suspensions, terminations, and other related matters.
- Plans, coordinates, and supervises the implementation of new or revised policies, procedures, reporting, and Memoranda of Understanding (MOU's) impacting the City's disbursement processes.
- Researches, develops, recommends, and implements new and/or revised methods, systems, reports, and controls; reviews and proposes improvements or changes to current disbursement policies, procedures, and practices.
- Coordinates with other City departments regarding the Unit's activities, schedules, and workloads; addresses and resolves issues with other City departments.
- Responds to inquiries and provides information to City staff and/or the public regarding payroll matters.
- Researches and resolves issues regarding payroll entries.
- Attends and participates in a variety of meetings and conferences pertaining to Payroll Unit activities. Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion and collaboration.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, training, evaluation and discipline;
- Federal, state and local laws, regulatory codes, ordinances, rules, policies, and procedures applicable to payroll administration, timekeeping, pay reporting, including the provisions of the City's memoranda of understanding (MOU) with various bargaining units;
- Methods, practices, documents, and terminology used in processing payroll transactions and in payroll record-keeping;
- The City's payroll system and associated practices and procedures for processing payroll information and interpreting input and output data;
- Basic statistical concepts and methods; financial record keeping, bookkeeping, and basic accounting principles;
- Standard office practices and procedures, including the operation of computer systems, standard business software, spreadsheet applications, and methods for file maintenance;
- Principles and practices of delivering quality customer service, including conflict resolution, by phone, in-person, and in digital correspondence; and
- Written and oral communication skills, including spelling, grammar and punctuation, and letter writing.

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- ~~— Modern and complex principles and practices of payroll data processing systems;~~
- ~~— Principles and practices of payroll administration;~~
- ~~— Payroll processes, policies, and procedures;~~
- ~~— Federal, State and local laws and regulations governing payroll taxes and payroll administration;~~
- ~~— Wage garnishment practices, laws and procedures;~~
- ~~— Records management principles and standards;~~
- ~~— Customer service methods and communication techniques;~~
- ~~— Business English usage;~~
- ~~— Business arithmetic, including percentages and decimals;~~
- ~~— Supervisory principles, practices, and methods; and~~
- ~~— Microsoft Office software.~~

Skill in:

- ~~• Supervising/Overseeing and coordinating the disbursement processes and functions/operations and activities of Payroll section;~~
- ~~• Supervising, planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff;~~
- ~~• Administering a complex payroll software system; following procedures and practices of processing a centralized payroll; auditing; and implementing procedural changes within a labor contract environment.~~
- ~~• Utilizing a variety of advisory and design data and information such as financial reports and statements, bond documents, cost analyses, ledgers, vouchers, journal entries, budgets, work plans, schedules, spreadsheets, state and federal regulations, reconciliations, computer software operating manuals, contracts, audit reports, timesheets, employee performance evaluations, accounting policies and accounting methods, and non-routine correspondence~~
- ~~• Performing statistical and financial analysis; gathering, organizing, and analyzing financial information and arriving at sound conclusions;~~
- ~~• Calculating percentages, fractions, decimals, volumes, ratios, and present values; interpreting descriptive statistical reports;~~
- ~~• Calculating accurate payroll and paid time off deductions; reviewing and reconciling calculated payroll data computations including salaries, benefits, taxes, and garnishments; finalizing payroll journal entries;~~
- ~~• Prioritizing and coordinating work activities and meeting critical deadlines;~~
- ~~• Understanding and carrying out oral and written instructions;~~
- ~~• Communicating clearly and effectively, both orally and in writing;~~
- ~~• Maintaining confidentiality of sensitive City documents and records;~~
- ~~• Preparing clear and concise reports and other materials;~~
- ~~• Establishing and maintaining effective working relationships with those contacted in the course of the work; and~~
- ~~• Operating standard office equipment, including a personal computer and applicable software applications.~~

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- ~~Monitoring and ensuring compliance with regulations governing payroll disbursement activities;~~
- ~~Proofreading and verifying the accuracy of data and information;~~
- ~~Meeting deadlines for accurate processing of payroll;~~
- ~~Recommending, developing, and implementing departmental policies and procedures;~~
- ~~Establishing and maintaining cooperative working relationships with staff, departments and personnel, outside agencies, and vendors;~~
- ~~Communicating effectively orally and in writing;~~
- ~~Preparing clear, concise and complete correspondence and reports;~~
- ~~Supervising, leading, and delegating tasks and authority; and~~
- ~~Intermediate or advanced Microsoft Excel functions.~~

Education:

/Experience

Possession of a Bachelor's Degree from an accredited college or university with major course work in Accounting, finance, public or business administration, or a closely related field.

Preferred Qualifications:

Certification as a Certified Payroll Professional (CPP) through the American Payroll Association (APA).

Experience:

~~Four and two (2) years of increasingly responsible professional experience in payroll processing administration. One (1) year of lead or supervisory experience in a centralized payroll system, including two years of lead or supervisory responsibility. Certified Payroll Professional designation or Fundamental Payroll Certification and Public agency experience are is desirable.~~

OR

~~Possession of an Associate's Degree or completion of sixty (60) semester units or equivalent quarter hours from an accredited college or university with major course work in Accounting or a closely related field and four (4) years of increasingly responsible experience in payroll processing. Two (2) years of lead or supervisory experience. Certified Payroll Professional designation or Fundamental Payroll Certification and public agency experience are desirable.~~

Knowledge of:

- ~~Modern and complex principles and practices of payroll data processing systems;~~
- ~~Principles and practices of payroll administration;~~
- ~~Payroll processes, policies, and procedures;~~

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~~Federal, State and local laws and regulations governing payroll taxes and payroll administration;~~
~~Wage garnishment practices, laws and procedures;~~
~~Records management principles and standards;~~
~~Customer service methods and communication techniques;~~
~~Business English usage;~~
~~Business arithmetic, including percentages and decimals;~~
~~Supervisory principles, practices, and methods; and~~
~~Microsoft Office software.~~

Skill in:

~~Supervising and coordinating the disbursement processes and functions;~~
~~Monitoring and ensuring compliance with regulations governing payroll disbursement activities;~~
~~Proofreading and verifying the accuracy of data and information;~~
~~Meeting deadlines for accurate processing of payroll;~~
~~Recommending, developing, and implementing departmental policies and procedures;~~
~~Establishing and maintaining cooperative working relationships with staff, departments and personnel, outside agencies, and vendors;~~
~~Communicating effectively orally and in writing;~~
~~Preparing clear, concise and complete correspondence and reports;~~
~~Supervising, leading, and delegating tasks and authority; and~~
~~Intermediate or advanced Microsoft Excel functions.~~

Physical/Mental Abilities:

- Mobility - Constant sitting and standing for long periods of time while operating a keyboard; occasional walking, bending, stooping, kneeling, reaching, pushing and pulling;
- Lifting - Occasional lifting of 1025 pounds or less;
- Vision - Constant use of overall visual capabilities; ability to read and produce printed material and information displayed on a visual display terminal; hand/eye coordination, reading and/or close up work;
- Dexterity - Frequent holding, grasping, typing, repetitive motion, and writing;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone;
- Emotional/Psychological - Constant concentration, decision making and public contact; ability to exercise sound judgment, especially under stressful situations; working alone and in a team;
- Working Conditions - Primarily performed in an office environment, which is typically moderately quiet, but may be loud at times and at some locations; and
- Special Requirement – Ability to work hours outside of normal work schedule.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential

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function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

ALECIA FIGIEROA

INTERIM DIRECTOR OF HUMAN RESOURCES

DATE:

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