

City of Stockton

Established:	07/08/08
Resolution:	CC08-0274
Spec Adopted:	08/08/08
Ratifying Resolution:	CS08-091
Spec Amended:	09/12/14
Spec Amended:	06/10/2026
To CSC:	06/18/2026
CS Status:	Classified
Unit:	Supervisory
FLSA Status:	Exempt
Formerly Payroll, Supervisor, Financial Services Supervisor	

SUPERVISING PAYROLL ANALYST

DEFINITION

Under general 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; 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 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.
- 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.
- 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.
- 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.

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;

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- 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.

Skill in:

- Overseeing and coordinating the 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.

Education:

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:

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

Experience:

Four years of increasingly responsible professional payroll administration experience in a centralized payroll system, including two years of lead or supervisory responsibility. Public agency experience is desirable.

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 10 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 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 FIGUEROA
INTERIM DIRECTOR OF HUMAN RESOURCES

DATE: 6/10/20