

City of San Rafael
Job Class Specification

Job Title: Payroll Technician

SUMMARY:

Under general direction, this is the primary position responsible for City employee payroll and related activities. Incumbent performs technical and highly detailed work, prepares accounting transactions and documents, documents and updates procedures, and prepares special reports for management.

DISTINGUISHING CHARACTERISTICS:

This is a paraprofessional accounting classification requiring well-developed accounting technical skills in addition to the knowledge of the payroll tax and insurance specialty areas. This class is distinguished from the Accounting Assistant I/II by the level of technical knowledge required of the payroll, tax and insurance specialty areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Audits payroll data submitted, calculates the adjustments to pay records, prepares or ensures the preparation of payroll checks.
- Verifies information and prepares calculations for specific payroll rates related to holiday, overtime, predetermined premium rates and other specific rates.
- Processes involuntary deductions such as levies and garnishments.
- Maintains records for the employee payroll system and reconciles and prepares reports and payments to various tax, financial, and insurance organizations.
- Provides technical guidance to other department representatives on work processes related to payroll and timekeeping.
- Maintains employee leave records and prepares reports as required.
- Analyzes, compiles, and prepares a variety of periodic and special reports relating to the payroll functions, i.e. voluntary deduction reports, reconciles and files quarterly and year-end taxes, and assists with annual labor cost projections for budget development, insurance audits and labor negotiation costing.
- Maintains and inputs data into the payroll system, i.e., timesheet adjustments, creates hour types, gym reimbursement, health benefit cash-in-lieu adjustment and one-time payments.
- Audits pay and benefit changes each pay period and annual labor group contract updates.
- Analyzes and reconciles a variety of journals, accounts, reports and records.
- Processes deferred compensation payments and withdrawals, plus process necessary documents and prepare vendor remittances.
- Provides payroll information to outside agencies.
- Arranges for the printing and distribution of periodic and special reports and records.
- Maintains supplies and forms.
- Performs a variety of office support duties.
- Performs related duties as required.

KNOWLEDGE OF:

Bookkeeping and general municipal accounting principles and procedures. Record keeping requirements and rules and regulations related to the employee payroll process. Personnel and payroll reporting requirements of various state and federal agencies and insurance and financial firms. Office

practices and procedures, including filing. Data processing principles as applied to financial record keeping, records storage and payroll. Modern office equipment including PC and related software.

ABILITY TO:

Interpret and apply information to a data-based programs. Interpret and apply policies and procedures to bookkeeping and financial record keeping activities. Compile and reconcile numerical and statistical data. Process varied payroll and other accounting and financial data efficiently and effectively. Establish and maintain records and files. Maintain, interpret, verify and reconcile accounting records and records. Make accurate and rapid mathematical calculations. Operate a PC and related software. Develop and maintain effective working relationships with others.

EDUCATION AND/OR EXPERIENCE:

A combination of education and experience that demonstrates possession of the required knowledge, skill and abilities. A typical way to obtain these would be:

Equivalent to graduation from high school and five years of increasingly responsible experience in the preparation and maintenance of data files and accounting or financial records, of which 3 years of payroll experience is required. Designation as a Certified Payroll Professional (CPP) and some college level accounting or bookkeeping course work and governmental experience is desirable.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The noise level in the work environment is usually quiet.

FLSA Status: Nonexempt
Prepared By: Nash and Company
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