

**City of San Rafael
Job Class Specification**

Job Title: Payroll Administrator

SUMMARY:

Under general supervision, performs a variety of complex and specialized payroll and accounting duties related to the processing of the City's payroll and the maintenance of the payroll system; reviews and reconciles a variety of payroll reports including payroll taxes, benefits reports, quarterly taxes, and MCERA retirement contributions; ensures all local, state, and federal rules and regulations are followed; assists with the coordination, preparation, and analysis of the City-wide payroll budget; trains staff on payroll processes, procedures, and reports; assists with a variety of special projects; evaluates payroll processes and procedures and makes recommendations for improvement; interacts with employees regarding questions and concerns regarding payroll issues; maintains up-to-date knowledge of a variety of payroll related requirements; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level single position classification that handles complex and specialized payroll and accounting duties related to the administration of the City's payroll and benefits as well as the maintenance of the payroll system. Incumbents are expected to accomplish the full range of duties independently with only occasional instruction or assistance as unusual or unique situations arise, and exercise sound decision making and independent judgment.

SUPERVISION RECEIVED AND EXERCISED:

The Payroll Administrator receives general supervision from assigned management staff and may supervise or provide direction to assigned para-professional, accounting clerical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Maintains the payroll system and employee pay records; posts and distributes time and attendance records; reviews, audits and corrects time sheets; prepares paychecks; prepares and files required reporting documents in an accurate and timely manner including but not limited to quarterly reports, and annual reporting of W2's.
- Demonstrates a full understanding of applicable wage policies, procedures and work methods associated with assigned duties; maintains current knowledge of City, state, and federal legislation affecting payroll; understands and follows applicable provisions of MOUs.
- Reviews timesheets for completeness and accuracy; prepares pay records for posting to the general ledger; reconciles payroll records to the general ledger; researches and resolves payroll related general ledger issues; prepares payroll journal vouchers; prepares a variety of routine and special reports as necessary; audits and reconciles payroll deductions and earnings registers for reasonableness.
- Processes withholdings, deductions, wage garnishments, or other special payroll actions and changes affecting net wages such as exemptions, and insurance coverage; submits MCERA

retirement reports each payroll; prepares payroll tax deposits; completes, verifies, and processes forms and documentation for administration of benefits such as pension plans, unemployment and medical insurance; reconciles payroll deductions withheld from employees to actual cost, including union dues and deferred compensation.

- Assists with the coordination, preparation, and analysis of the City-wide payroll budget, including final and mid-year computations.
- Exercises extreme sensitivity to the issues of confidentiality of employee/employer data and maintains absolute confidentiality of personal data.
- Runs computer programs to produce payroll reports; posts and maintains payroll related employee data in a timely and accurate manner.
- Integrates various payments from State Disability Insurance, Workers Compensation, and Paid Family Leave into employees' pay and monitors leave levels.
- Prepares, reconciles and submits payments to providers for employee benefits and deductions.
- Trains staff on payroll processes, procedures, and reports; develops and maintains Payroll Procedure Manual; provides information and instruction to personnel regarding procedures and methods involved in processing payroll.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications to the payroll system; tests system upgrades and fixes; verifies results for accuracy; prepares various reports on operations and activities.
- Interprets and implements personnel rules, Memoranda of Understandings, federal and state regulations, changes to reporting; assists with the analysis of the feasibility and technical implications of labor agreement changes and makes recommendations; assists with labor negotiations by providing a variety of data and information; provides suggestions for Memorandum of Understanding language related to payroll and benefits; explains rules and regulations regarding payroll.
- Identifies and resolves problems and inconsistencies relative to the maintenance of payroll accounting controls; reviews wages computed and works with Human Resources to correct errors to ensure accuracy of payroll; computes any corrections or retroactive pays; prepares manual checks when necessary; makes wage adjustments.
- Assists employees, benefit vendors, auditors and outside agencies with payroll questions and requests; works with management to address any legalities and payments regarding compensation concerns such as judgments, arbitrations, and/or court rulings; assists employees in the completion of payroll related forms; researches changes to wage and hour ordinances and recommends modifications to the payroll system for compliance purposes.
- Performs related duties as assigned.

KNOWLEDGE OF:

- Principles and practices of municipal payroll processing, administration, and records maintenance.
- Experience reading, reviewing, and interpreting City policies, procedures, and MOU's.
- Pertinent laws, rules, and regulations governing areas of responsibility including, but not limited to FLSA, employee leaves and benefit plans, Federal W-2 and Quarterly Tax reporting, ACA reporting, and MCERA reporting and procedures.

- Laws, rules and regulations regarding the confidentiality of payroll related records.
- Experience with interpretation and implementation of FLSA concepts, particularly related to public safety.
- Research and report preparation techniques related to a wide variety of payroll programs and projects.
- Bookkeeping and accounting principles; methods and techniques of automated record keeping and report generation.
- Business arithmetic, basic statistics and statistical methods, basic accounting.
- English usage, spelling, grammar and punctuation.
- Office practices and technology including personal computer hardware and software typically found in a modern office.

ABILITY TO:

- Understand federal, state and local laws and regulations applicable to human resources administration, finance, and payroll processing.
- Prepare, maintain, process, and reconcile a complex municipal payroll.
- Maintain payroll records, reports, and files.
- Train staff on payroll processes, procedures, and reports.
- Know and understand all aspects of the job; analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Conduct research, prepare, and analyze data and statistics related to assignment, and prepare a variety of reports.
- Safeguard and maintain the confidentiality of records.
- Verify, reconcile, and balance a variety of records and information.
- Interpret, explain, and apply applicable laws, codes, and regulations governing payroll administration.
- Assist in implementing various policies and procedures.
- Understand and carry out both oral and written instructions.
- Organize work and set priorities for a variety of projects and tasks in an effective, efficient, and accurate manner while ensuring all deadlines are met.
- Process payroll and prepare related reports, spreadsheets, and documentation.
- Understand the provisions of the City's various Memoranda of Understandings and ensure compliance.
- Collect data and conduct basic research and analysis.
- Compile and maintain confidential and complex reports and files.
- Communicate clearly and concisely; respond appropriately and effectively to the needs of internal and external customers.
- Prepare and present clear, concise, and logical written and oral reports.
- Use computer technology and applications in the performance of daily activities.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Coordinate activities with other City departments and agencies as required.
- Meet the physical requirements necessary to perform the assigned duties safely and effectively.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience that would provide the required knowledge, skill and ability outlined above is qualifying. A typical way to obtain such knowledge, skill and ability is:

Experience: Five (5) years of increasingly responsible, professional level experience in payroll processing, preferably in the public sector. One (1) year of experience providing technical and functional direction over personnel processing payroll is highly desirable.

Training: Equivalent to an Associate's degree from an accredited college in business, accounting, finance or a related field.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as percentages, ratios and proportions to practical situations.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several 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 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.