



Department:	Finance
Bargaining Unit:	Confidential
Salary Range:	C34
Last Revision:	October 2017

PAYROLL MANAGER

DEFINITION

Under general direction, plans, organizes, and manages the activities of the payroll section of the Finance Department; coordinates assigned activities with other divisions, departments, and outside agencies; provides support, information, and assistance to other staff on payroll issues; and provides highly responsible and complex administrative support to the Department Director or Assistant Director.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Director of a City department. May be required to directly, or indirectly supervise technical and support positions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, organizes, and manages the activities of centralized payroll including processing the bi-weekly and special pay run accurately, timely, and in compliance with all laws; ensures that post-payroll processes are completed; interprets and applies federal, state, and city laws, regulations and policies related to payroll.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Plans, directs, coordinates, and reviews the work plan for assigned payroll staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Provides analysis to City directors, managers, and budget and personnel office on historical payroll costs, attendance, and overtime experience; prepares and analyzes data for use in labor negotiations.

Participates in the development, coordination, and implementation of payroll system enhancements as necessary; participates in coordinating the maintenance and documentation of payroll system data.

Maintains records concerning operations and programs; prepares reports on operations and activities.

Responds to payroll inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

Coordinates payroll activities with those of other departments, divisions, and outside agencies and organizations; provides staff assistance to the Finance Department; prepares and presents staff reports and other necessary correspondence.

OTHER JOB RELATED DUTIES

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive payroll program.

Modern and complex principles and practices of payroll data processing systems and procedures.

Laws and procedures for wage garnishments, including federal and state creditor garnishments.

Methods and legal requirements of payroll processing.

Accounting principles and practices.

Retirement plan reporting that includes enrollment, appropriate wage earnings, contributions, and separations.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state and local laws, rules and regulations. including federal and state tax laws and reporting procedures.

Skills to:

Operate modern office equipment including computer equipment.

Ability to:

Oversee and participate in the management of a comprehensive payroll program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the development and administration of division goals, objectives, and procedures.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Prepare clear and concise reports.

Effectively manage processes of a complex payroll system.

Conduct effective research and analyze and evaluate new program techniques, methods, and procedures.

File all required tax reports within time parameters established by state and federal government.

Prepare and present clear training to staff and City department payroll administrators regarding changes in laws, policies and/or procedures.

Plan and organize work to meet changing priorities and deadlines.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Two years of responsible payroll accounting experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Training:

Associate Degree in accounting, finance, public administration, business administration, or a closely related field;

License or Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 20 lbs.; ability to travel to different sites and locations.

Effective Date: October 2017