

Summary of Duties: Assigns, reviews, and evaluates the work of employees engaged in payroll preparation; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: An employee of this class either has responsibility for supervising payroll preparation in a large department of the City government, or supervises and assists in auditing payroll amounts and analyzing and resolving discrepancies on all City payrolls in the Controller's Office. A Payroll Supervisor must be thoroughly familiar with Administrative Code, MOU, Charter and ordinance provisions, and the rules and procedures pertaining to payrolls of the department in which an incumbent is employed. The position is one of considerable trust and responsibility in the formulation of recommendations which serve as a basis for important actions.

Incumbents in the class of Payroll Supervisor, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Examples of Duties: A Payroll Supervisor:

Supervises preparation or audit of payroll documents in a large department or in the Controller's Office.

Supervises the verification of active employee and retiree payrolls and maintenance of personnel documents for compliance with personnel ordinance authority.

Processes and verifies mileage and carfare documents.

Reconciles department payroll data with Controller's payroll records.

Maintains check number control and cost accounting records and supervises the maintenance of filing systems on personnel and salary ordinances, Council resolutions, Civil Service Commission Rules, and payroll correction letters.

Advises supervisors and others regarding payroll problems and procedures.

Supervises maintenance of personnel, vacation, employee mileage, time reporting, injury, sick time, and automobile insurance records.

Trains employees in proper timekeeping methods, personnel documents, and payroll procedures.

Acts as liaison with offices in coordinating payroll reporting procedures.

Balances and audits the checks to be issued to deduction groups.

Arranges working schedules, vacations, and time off.
Evaluates quantity and quality of work of subordinates.
Instructs departments in Controller's automated processing capabilities.
Develops work simplification procedures.
Assists employees in preparing for promotion as described in the City's Affirmative Action Program.
Communicates equal employment/affirmative action information to employees.
Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

Payroll provisions of the City Charter, City ordinances, and Administrative Code including the Compensation Plan for the Fire and Police Departments.
Time and payroll records keeping procedures, and payroll processing by data processing machines.
Office practices and procedures, including filing, indexing, and cross-referencing.
Commonly used office machines and devices.
Supervisory principles and practices including: planning, delegating, and controlling the work of subordinates.
Techniques of training, instructing, and evaluating subordinate's work performance.
Techniques for counseling, disciplining, and motivating subordinate personnel.
Grievance handling procedures.
Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program.
Effective safety principles and practices.

A working knowledge of:

Procedures and practices in budget preparation and control, payroll computation, and in personnel management.
Clerical accounting and bookkeeping.
Electronic data processing methods, equipment, principles, and applications related to payroll systems.
Laws and regulation related to equal employment opportunity and affirmative action.
Memoranda of understanding as they apply to subordinate personnel.

A general knowledge of:

City personnel rules, policies and procedures.

The ability to:

Compose letters, maintain records, and prepare reports. Deal tactfully and effectively with public officials and City employees.

Establish and maintain a work environment to enhance both employee morale and productivity.

The physical ability to:

Efficiently review, interpret, and edit a large daily volume of payroll related and other documents, that may weight up to 25 pounds;

Efficiently obtain and interpret information stored in mainframe and personal computers;

Communicate effectively with subordinates, supervisors, and others for purposes of insuring proper and timely completion of assigned work, evaluating employee performance, selecting new employees, training, resolving conflicts, conducting and/or providing information at meetings, and other job-related activities;

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

Minimum Requirements:

Two years of full-time paid office clerical experience in a class at least at the level of Senior Clerk including at least one year of experience in the preparation, processing, and maintenance of payroll documents, records, and reports.

License: A valid California driver's license may be required.

Fair Labor Standards Act Status:

All positions in this class qualify for an executive exemption from the minimum wage and overtime provisions of the Fair Labor Standards Act.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.