

**PAYROLL TECHNICIAN SERIES**

**Definition:**

Under general supervision performs difficult and technical payroll accounting duties involved in the preparation and maintenance of the payroll system and performs related work as required.

**Class Titles**

**Payroll Technician I**

**Payroll Technician II**

**Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs a variety of complex technical accounting tasks involved in the preparation and maintenance of accounting, budgetary and fiscal records.

Prepares City payroll, processes all necessary additions, deletions and changes regarding personnel actions, W-4 tax records, deductions and benefits.

Inputs payroll data into computerized payroll system and troubleshoots payroll runs as needed.

Coordinates payroll runs with the Information Technology Division and reconciles payroll runs.

Supports Information Technology staff in maintaining and updating the payroll and timekeeping software systems by providing input on recommended changes

Prepares claim vouchers for Federal and State income tax withholding.

Prepares and submits reporting to and supports requests from CalPERS.

Answers employee questions regarding paycheck calculations and related matters.

Explains City payroll policies and procedures.

Responds to all subpoenas involving employee payroll records.

Responds to all payroll verification requests.

Posts payroll costs into general ledger and recaps labor distribution.

Audits and monitors payments and invoices related to payroll matters.

Provides payroll related technical information and assistance to City departments.

Operates a personal computer, applicable software, scanner and standard office machines and equipment to produce and/or process a variety of materials, enter and retrieve a variety of data and produce reports.

Posts, assembles, tabulates and compares data.

Prepares letters and correspondence.

May direct the work of lower level accounting personnel as assigned.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Lifts and carries boxes of files weighing 30 pounds or less.

**Class Characteristics:**

Payroll Technician I/II is a multi-incumbent confidential and technical class in the Administrative Services Department with specific responsibility for the City's payroll system.

The Payroll Technician I is the entry level. An incumbent at the I level has sufficient ability and knowledge to perform substantially all the duties and responsibilities of the position and, over time, is expected to gain the additional work experience and skills needed to progress to the II level. Payroll Technician II is the journey level in the series. A Payroll Technician II is distinguished from the lower level by the II's performance of more complex and difficult duties involving the exercise of a greater degree of responsibility, independent judgment and initiative including supporting and training a Payroll Technician I.

Positions in the Payroll Technician class series are flexibly staffed; positions at the Payroll Technician II level are normally filled by advancement from the Payroll Technician I level; progression to the Payroll Technician II level is dependent on (a) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (b) current performance rating of "Exceeds Expectation" or better; (c) at least one year of employment as a Payroll Technician I; and (d) City Manager approval for progression to the Payroll Technician II level.

**Qualification Guidelines:**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

**Knowledge of:**

English usage, spelling, grammar and punctuation.

Payroll and timekeeping software systems.

Payroll accounting and recordkeeping methods, practices and procedures.

General financial recordkeeping methods, practices and procedures.

Legal issues pertaining to payroll involving federal and state laws and agreements with CalPERS.

Techniques for providing a high level of customer service.

Modern office practices, methods and computer equipment and applications related to the work.

Recordkeeping and report preparation.

Business math.

**AND**

**Ability to:**

Prepare clear and accurate payroll reports and analyses and perform difficult payroll record keeping/accounting and preparation work.

Work under minimal supervision and use independent judgment.

Make accurate mathematical calculations.

Operate modern office equipment including computer equipment and applicable and specialized software.

Understand and carry out oral and written instructions.

Analyze and apply current federal, state, CalPERS and related regulations applicable to payroll operations.

Organize work, adhere to multiple deadlines and handle multiple projects.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Correctly interpret and tactfully explain City payroll policies and procedures and conduct sensitive payroll related research.

Maintain the confidentiality of sensitive payroll/employee data.  
Maintain computerized and manual files and records.

Read and write at the level required for successful job performance.

Use English effectively to communicate in person, over the telephone, and in writing; prepare comprehensive written reports and routine correspondence.

Handle job stress and maintain composure.

**Education and Experience:**

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from high school

**AND**

Three years of experience at the Account Clerk II level or equivalent to include some payroll recordkeeping experience.

**Special Requirements Include:**

Type accurately at the speed which permits successful job performance.

Operate adding and calculating equipment with speed and accuracy.

Must be able to work a flexible schedule to accommodate City needs.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard, scanner and screen. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. The Payroll Technician may also grasp, push, pull, drag and lift boxes of files and other office items weighing 30 pounds or less. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

Revised September 2023

Revised February 2020 and title changed from Payroll Technician

Revised August 2002

Revised January 1997

Revised January 1987