



JOB SPECIFICATION

Code 12255
Grade GS 46

COLLECTIVELY BARGAINED PAYROLL CLERK

General Purpose

Under general supervision, perform complex standard payroll processing for a combination of large union and nonunion departmental workforces in accordance with established procedures.

Typical Duties:

Maintain intricate payroll records, prepare payroll and provide related human resources support for a municipal public safety department pursuant to labor contracts and addendums, government regulations, and City and internal instructions pertaining to all levels of employees. Involves: Verify dual departmental payrolls for accuracy, and review terms and conditions of collective bargaining agreements (CBAs), associated memoranda of understanding (MOUs), applicable federal laws such as the Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA) and allied state laws, Civil Service Rules and Regulations, and City and internal administrative policies and directives for relevance to additions, changes and deletions affecting pay and benefits of individuals and groups, secure guidance from functionally responsible City or department staff regarding questionable actions or records discrepancies that to be in violation, initiate corrections to earnings, benefits and leave accruals and balances as directed, and document reconciliation to validate the payroll process when audited. Gather and code time and attendance data, prepare, calculate, balance and enter sheets for each employee, and prepare appropriate absentee report documentation. Monitor and prepare adjustment forms for merit, competency, longevity, demotion, promotion, certification, education incentive, overtime, shift differential, court appearance, shift rescheduling or change, and other actions affecting pay or work time. Prepare, calculate and submit supplemental payments such as overtime, leave amortization, retroactive adjustments. Assist employees with sick, personal, vacation, civic, unpaid and other leave issues. Provide employees with information regarding policy and benefit changes. Maintain staffing table and update personnel roster as requested. Prepare and submit personnel requisitions on vacant positions. Research, compile and provide current and projected personal services or other expense and statistical information in response to inquiries and for use by those who engage in budget preparation. Prepare internal and external correspondence concerning payroll related issues as required. Prepare travel requests and reconcile travel expenses. Prepare workers' compensation or disability claims forms. Act as liaison to other departments to facilitate employee transfers. Participate in review and revision of procedures that impact payroll processing.

Perform related duties as required. Involves: Lead less knowledgeable employees in related clerical duties. Perform specified standard accounting clerical collection, disbursement, purchasing or bookkeeping work such as documentation and processing related to accounts payable and receivable, or duties of coworkers if necessary to ensure continuity of operations if assigned. Dispense requested supplies and requisition replacements for depleted stocks. Answer phones, compose and type correspondence, and perform other miscellaneous clerical duties as assigned. Answer questions and provide information. Conduct general administrative support research by gathering information from files and prepare documenting paperwork or forms as needed. Maintain and update computerized or hard copy records.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of payroll principles and practices
- Application of good knowledge of terms and conditions of collective bargaining agreements and related memoranda of understanding.
- Application of good knowledge of account reconciliation practices and procedures.
- Application of good knowledge of modern municipal accounting principles and practices.
- Application of good knowledge of business arithmetic.
- Application of good knowledge of customer service techniques.
- Application of some knowledge of personal computer operation, including financial, spreadsheet, payroll,

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As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.



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human resources information or property tax collection systems and word processing applications.

- Interpretation of oral and written information describing policies or procedures pertinent to financial, property tax, payroll or budgetary data to identify and extract pertinent data to produce reports.
- Establish and maintain effective working relationships with department directors or supervisors, employees, and coworkers.
- Clear, concise oral and written communication to present reports.

Other Job Characteristics

- Occasional exposure to irate individuals.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and three (3) years accounting clerical experience including two years (2) payroll support work.

Licenses and Certificates: None.