General Statement of Duties

Performs regularly assigned lead work over professional payroll associates and assists with developing and enforcing payroll policies and procedures and implementing and maintaining time and attendance systems used within the city.

Distinguishing Characteristics

The Lead Payroll Associate is distinguished from the Payroll Associate, which performs full performance technical work maintaining employee time reporting and payroll accounting records, which includes: posting data to payroll system, balancing and reconciling payroll records, troubleshooting and resolving issues, and explaining and interpreting payroll rules, regulations, policies, and procedures. The Lead Payroll Associate is distinguished from the Senior Payroll Associate, which performs full performance professional work reviewing, auditing, approving, and maintaining employee time reports and payroll accounting records and oversees and monitors a variety of payroll adjustments and changes to employee payroll data. Finally, the Lead Payroll Associate is distinguished from the Payroll Supervisor, which performs professional and supervisory work over professional and technical payroll staff engaged in performing a variety of payroll activities.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

Leads two or more professional payroll associates.

Essential Duties

Functions as a liaison with city employees, agencies, and coworkers by answering payroll inquiries and assisting with the development and enforcement of payroll policies and procedures.
Assists supervisor/manager with the implementation and maintenance of time and attendance systems used within the city.

Resolves payroll problems encountered during daily operations and determines appropriate solutions.

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

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<th>Competencies</th>
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<tr>
<td>Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.</td>
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<tr>
<td>Attention to Detail - Is thorough when performing work and conscientious about attending to detail.</td>
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<tr>
<td>Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.</td>
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<td>Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.</td>
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<tr>
<td>Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.</td>
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<td>Teaching Others – Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.</td>
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<tr>
<td>Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.</td>
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### Knowledge & Skills

<table>
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<tr>
<td>Knowledge of payroll sufficient enough to explain and interpret policies, procedures, rules, and regulations.</td>
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<tr>
<td>Knowledge of financial, business, tax, and data analysis techniques.</td>
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Knowledge of Enterprise Resource Planning applications and systems sufficient enough to process payroll.

Knowledge of time and attendance systems sufficient enough to audit the entry of employee time reporting.

**Education Requirement**

Bachelor’s Degree in Accounting, Finance, Business Administration, Public Administration, or a related field.

**Experience Requirement**

Two (2) years of professional experience implementing and administering payroll regulations and policies.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver’s License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to many interruptions.

Pressure due to multiple calls, inquiries and various deadlines.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Sitting: remaining in the normal seated position.
- Reaching: extending the hand(s) and arm(s) in any direction.
- Handling: seizing, holding, grasping, or otherwise working with hand(s).
- Fingering: picking, pinching, or otherwise working with fingers.
- Talking: expressing or exchanging ideas by means of spoken words.
- Hearing: perceiving the nature of sounds by the ear.
- Repetitive Motions: making frequent movements with a part of the body.
- Eye/Hand/Foot Coordination: performing work through using two or more.
- Near Acuity: ability to see clearly at 20 inches or less.
- Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

- Criminal check
- Education Verification
- Employment Verification
- By position, Motor Vehicle Record
### Assessment Requirement
None

### Probation Period
Six (6) months.

### Class Detail
- **Pay Grade:** V-810
- **FLSA Code:** Y
- **Management Level:** 8
- **Established Date:** 9/21/2018
- **Established By:** Lori Schumann
- **Revised Date:**
- **Revised By:**
- **Class History:**