



Office of Human Resources
Payroll Supervisor - CV2363
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs professional and supervisory work over professional and technical payroll staff engaged in performing a variety of payroll activities including 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.

Distinguishing Characteristics

The Payroll Supervisory 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 Payroll Supervisor is also 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 Payroll Supervisor is distinguished from the Lead Payroll Associate, which performs permanently 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.

Level of Supervision Exercised

Supervises two or more professional payroll associates and/or payroll accountants.

Essential Duties

Directs and evaluates the work of professional and technical payroll staff members, provides technical expertise to staff, and establishes section and staff work programs and objectives.

Plans, assigns, and reviews the work of staff members performing a variety of payroll activities and recommends changes in practices and procedures to increase operating efficiency and expedite work flow.

Trains new staff members in payroll techniques and methodologies, orients staff with appropriate laws, policies, regulations, and procedures, and ensures that work conforms to standards, regulations, and laws.

Reviews new policy proposals or revisions and makes recommendations about their effectiveness.

Serves on committees and builds and maintains effective relationships with managers and other stakeholders in order to discuss and resolve issues/concerns, exchange information, and recommend changes to improve payroll services.

Ensures that staff prepares comprehensive records, reports, and documentation that complies with standards and requirements.

Develops or modifies work plans, methods, and procedures and determines work priorities.

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

Resolves problems encountered during daily operations and determines standards for problem resolution including escalations from clients.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

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

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

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Influencing - Collaborates with, persuades and influences others.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

Knowledge of payroll sufficient enough to explain and interpret policies, procedures, rules, and regulations.

Knowledge of financial, business, tax, and data analysis techniques.

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

Three (3) 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

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-813

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: