



PAYROLL ADMINISTRATOR

DEFINITION

Under direction, performs a variety of complex and specialized payroll and accounting duties related to the processing of the City's biweekly payroll and the maintenance of the payroll system; reviews and reconciles a variety of payroll reports including payroll taxes, benefits reports, quarterly taxes, Affordable Care Act (ACA) reporting, and CalPERS retirement contributions; ensures all local, state, and federal rules and regulations are followed; reviews Memoranda of Understanding (MOU), resolutions, and other agreements, policies, or laws to identify their impact on payroll processes; trains staff on payroll processes, procedures, and reports; evaluates payroll processes and procedures and makes recommendations for improvement; interacts with employees regarding questions and concerns regarding payroll issues; maintains up-to-date knowledge of a variety of payroll related requirements; assists with the coordination, preparation, and analysis of the City-wide payroll budget; assists with a variety of special projects; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. May provide lead direction and training to technical and administrative support staff.

CLASS CHARACTERISTICS

This is a single position, advanced journey-level classification responsible for performing complex and specialized payroll and accounting duties related to the administration of the City's biweekly payroll which require the frequent use of discretion, initiative, independent judgment, and attention to detail. Positions at this level work under direction and receive only occasional instruction or assistance as new or unusual situations arise and are fully knowledgeable of the operating procedures and policies within the department.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Maintains the payroll system and employee pay records; posts and distributes time and attendance records; reviews, audits, and corrects timesheets; prepares paychecks; prepares and files required reporting documents in an accurate and timely manner including, but not limited to, quarterly reports and annual reporting of ACA and W2's.
- Maintains current knowledge of City, state, and federal legislation affecting payroll; interprets and applies applicable provisions of MOUs and personnel rules.
- Reviews employee timesheets for completeness and accuracy; integrates various payments from state disability insurance, workers' compensation, and paid family leave into employees'

pay; audits and reconciles payroll deductions and earnings registers for reasonableness; posts and maintains payroll related employee data in a timely and accurate manner; monitors leave levels.

- Prepares pay records for posting to the general ledger; reconciles payroll records to the general ledger; researches and resolves payroll related general ledger issues; prepares payroll journal vouchers.
- Processes withholdings, deductions, wage garnishments, or other special payroll actions and changes affecting net wages such as exemptions, and insurance coverage; submits biweekly CalPERS retirement reports; prepares payroll tax deposits; completes, verifies, and processes forms and documentation for administration of benefits such as pension plans, unemployment and medical insurance; reconciles payroll deductions withheld from employees to actual cost, including union dues and deferred compensation.
- Assists with the coordination, preparation, and analysis of the City-wide payroll budget, including final and mid-year computations.
- Exercises extreme sensitivity to the issues of confidentiality of employee/employer data and maintains absolute confidentiality of personal data.
- Produces a variety of reports, including payroll reports, using the City's Human Resources Information System and timekeeping system.
- Prepares, reconciles, and submits payments to providers for employee benefits and deductions.
- Trains staff on payroll processes, procedures, and reports; develops and maintains procedure manuals; provides information and instruction to personnel regarding procedures and methods involved in payroll processing.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications to the payroll system; tests system upgrades and fixes; verifies results for accuracy.
- Reviews MOU wording, resolutions, and other agreements, policies, and laws to identify their impact on payroll processes; assists with labor negotiations by providing a variety of data and information to management staff and calculating payroll projections; provides suggestions for MOU and resolution language related to payroll and benefits; explains rules and regulations regarding payroll to employees and staff.
- Identifies and resolves problems and inconsistencies relative to the maintenance of payroll accounting controls; review wages computed and work with human resources to correct errors to ensure accuracy of payroll; computes any corrections or retroactive pays; prepares manual checks when necessary; makes wage adjustments.
- Assists employees, benefit vendors, auditors and outside agencies with payroll and benefit questions and requests; works with management to address any legalities and payments regarding compensation concerns such as judgments, arbitrations, and/or court rulings; assists employees in the completion of payroll related forms.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal payroll processing, administration, and records maintenance; budgeting and monitoring.
- City policies, procedures, and MOU's.
- Pertinent laws, rules, and regulations governing areas of responsibility including, but not limited to, FLSA, employee leaves and benefit plans, federal W-2's and quarterly tax reporting, ACA reporting, and CalPERS reporting and procedures.
- Laws, rules, and regulations regarding the confidentiality of payroll related records.
- Research and report preparation techniques related to a wide variety of payroll programs and projects.
- Bookkeeping and accounting principles.
- Methods and techniques of automated recordkeeping and report generation.
- Business arithmetic, including accounting, financial, and statistical calculations.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to the production of a municipal payroll, including related accounting requirements.
- Perform complex and technical personnel transactions and payroll related duties.
- Prepare, maintain, process, and reconcile a complex municipal payroll.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- Maintain payroll records, reports, and files including verifying, reconciling, and balancing a variety of records and information.
- Establish and maintain internal controls.
- Analyze complex problems, evaluate alternatives, and make sound judgments and recommendations within established guidelines.
- Train staff on payroll processes, procedures, and reports.
- Verify, reconcile, and balance a variety of records and information.
- Assist in developing and implementing various policies and procedures.

- Effectively represent the department and the City in meetings with governmental agencies; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Equivalent to graduation from high school supplemented by 24 college-level semester units in business administration, accounting, human resources, or a closely related field;

AND

Five (5) years of increasingly responsible experience performing complex and varied technical payroll processing duties, preferably in the public sector.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of a current certification as a Payroll Professional from the American Payroll Association is desirable.

PHYSICAL DEMANDS

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push

and pull drawers open and closed to retrieve and file information; occasionally lift and, carry reports and records that typically weigh less than 20 pounds.

ENVIRONMENTAL CONDITIONS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	July 2018
Revised	January 2022 (Title Change from Senior Payroll Admin to Payroll Admin)
FLSA	Exempt
Salary Schedule	Management Salary Schedule/Range 6