



THE CITY OF ROCKLIN ANNOUNCES AN
OPENING FOR:

PAYROLL ADMINISTRATOR

\$63,466 - \$87,489 annually

*The Vision Statement of the City of Rocklin is to
become a city that provides its citizens with
exceptional quality of life while maintaining its
small town sense of community.*

**Application Deadline:
Friday, February 5, 2021 by 5 PM**

[APPLY HERE](#)



ABOUT THE POSITION

The City of Rocklin is accepting applications for a Payroll Administrator in the Finance Department. The incumbent performs a variety of complex and specialized payroll and accounting duties related to the processing of the City's payroll and the maintenance of the payroll system; reviews and reconciles a variety of payroll reports including payroll taxes, benefits reports, quarterly taxes, and CalPERS retirement contributions; ensures all local, state, and federal rules and regulations are followed; interacts with employees regarding questions and concerns regarding payroll issues; maintains up-to-date knowledge of a variety of payroll-related requirements; performs related work as assigned.

The incumbent is expected to perform the full range of duties with only occasional instruction or assistance as unusual or unique situations arise. This position will support the Senior Payroll Administrator.



COMMUNITY

The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. Rocklin was recently named as one of top 100 Cities to live in America by Money Magazine, and was named the best place in Placer County to raise a family by Niche.com. Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities, and William Jessup University, a fast-growing private, 4-year university.

Due to Rocklin's low crime rates and top-notch public safety professionals, Rocklin is one of the top 20 safest cities in California. Rocklin also has a flourishing park system, with a park located within a half mile of nearly every resident in the City. Public and private development is creating an environment that supports vibrant entertainment, commercial activity, and residential options. Business attractions in the City feature large retailers like Bass Pro Shops, farm-to-fork restaurants including the Chef's Table, and award-winning breweries such as Moksa Brewing Co.

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with 360-degree panoramic views of the Sierra Nevada Mountains to the northeast and to the Sutter-Butte mountain range in the West. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000. Rocklin was first recognized as a destination along the transcontinental railroad in 1864, about the same time granite mining began. The City was incorporated in 1863 during the heyday of railroad and granite mining activity. By 1910, 22 quarries operated in Rocklin, and in 1912, nearly 2,000 train carloads of granite were sent out of town to become part of the state capitol building and buildings in San Francisco.

TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining a high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.



BENEFITS

■ Medical/Retiree Health

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference.

■ Dental and Vision

City-paid for employee and dependents

■ Leave Accruals

Sick Leave: 12 sick days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 & 401 plans).

■ Insurance

Life Insurance and AD&D: City paid \$50,000

Long-Term Disability: coverage is 50% of monthly salary up to \$6,000 per month (90 day waiting period).

[Click here to view the Benefits Summary](#)

MINIMUM QUALIFICATIONS

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

- Equivalent to the completion of the 12th grade, supplemented by related college level course work, AND
- Three (3) years of increasingly responsible technical payroll experience, preferably in the public sector.

License Requirement

- A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

APPLICATION PROCESS

Applicants are encouraged to apply electronically [on-line](#) at the [CalOpps](#) website.

City of Rocklin - Human Resources Dept.

**3970 Rocklin Road, 2nd Floor City Hall
Rocklin, CA 95677**

**Telephone: (916) 625-5050 FAX: (916) 625-5099
Job Line: (916) 625-5060**

[Click here to view the Job Description](#)

SUPPLEMENTAL QUESTIONNAIRE

(Limit your responses to one page per question)

1. After reviewing the minimum qualifications, describe how your education and experience qualifies you for this position.
2. Describe your experience preparing and reconciling state and federal tax deposits, California Public Employee Retirement System (CalPERS) reports, and other bi-weekly, monthly, quarterly, and annual reports.
3. Describe your experience processing payroll, including the number of employees you are responsible for processing and your specific duties.



SELECTION PROCESS

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process. Interviews will be tentatively scheduled on **Thursday, February 25, 2021.**

Offers of employment are conditional upon successful completion of a pre-employment background and live scan clearance. All applicants will be notified by e-mail following the application review.



APPLICATION DEADLINE :
Friday, February 5, 2021
by 5:00 p.m.

[APPLY HERE](#)