

## **PAYROLL MANAGER**

### **DEFINITION**

Under general direction, plans, organizes, and manages the activities of the payroll section of the Finance Department; coordinates assigned activities with other divisions, departments, and outside agencies; provides support, information, and assistance to other staff on payroll issues; and provides highly responsible and complex administrative support to the Department Director or Assistant Director.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Assistant Controller. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

### **DISTINGUISHING CHARACTERISTICS**

The Payroll Manager is responsible for the activities of the Payroll Division of the Finance Department. The incumbent plans, organizes, and directs the activities of centralized payroll including the timely processing and distribution of payroll. This is an unclassified position in which the incumbent serves at the will of the Department Director.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Plans, organizes, and manages the activities of centralized payroll including processing the bi-weekly and special pay run accurately, timely, and in compliance with all laws; ensures that post-payroll processes are completed; interprets and applies federal, state, and city laws, regulations and policies related to payroll.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Plans, directs, coordinates, and reviews the work plan for assigned payroll staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Participates in the selection of payroll staff; provides or coordinates staff training; evaluates the work of subordinate staff; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Participates in the preparation and administration of the payroll program budget; submits budget recommendations; monitors expenditures.

Trains all payroll administrators in the City on the time and labor and payroll systems, payroll laws, and City policy related to payroll; responds to questions from payroll administrators on the application of laws and policies; reviews accuracy of submitted payroll from departments.

Provides analysis to City directors, managers, and budget and personnel office on historical payroll costs, attendance, and overtime experience; prepares and analyzes data for use in labor negotiations and serves as a member of the City's bargaining team.

Participates in the development, coordination, and implementation of payroll system enhancements as necessary; participates in coordinating the maintenance and documentation of payroll system data.

Maintains records concerning operations and programs; prepares reports on operations and activities.

Responds to payroll inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

Coordinates payroll activities with those of other departments, divisions, and outside agencies and organizations; provides staff assistance to the Assistant Controller; prepares and presents staff reports and other necessary correspondence.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operations, services, and activities of a comprehensive payroll program.

Principles of supervision, training, and performance evaluations.

Modern and complex principles and practices of payroll data processing systems and procedures.

Laws and procedures for wage garnishments, including federal and state creditor garnishments.

Methods and legal requirements of payroll processing.

Accounting principles and practices.

Retirement plan reporting that includes enrollment, appropriate wage earnings, contributions, and separations.

Principles and practices of municipal budget preparation and administration.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state and local laws, rules and regulations. including federal and state tax laws and reporting procedures.

**Skills to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Oversee and participate in the management of a comprehensive payroll program.

Oversee, direct, and coordinate the work of lower level staff.

Select, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Prepare clear and concise reports.

Participate in the preparation and administration of assigned budgets.

Effectively manage processes of a complex payroll system.

Conduct effective research and analyze and evaluate new program techniques, methods, and procedures.

File all required tax reports within time parameters established by state and federal government.

Prepare and present clear training to staff and City department payroll administrators regarding changes in laws, policies and/or procedures.

Plan and organize work to meet changing priorities and deadlines.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree in accounting, finance, public administration, business administration, or a closely related field; and

**Experience:**

Four years of responsible payroll accounting experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

**Special Requirements:**

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_

JTC: SCM  
New class 12/18/14