

**CITY OF LINCOLN
PAYROLL TECHNICIAN I / II**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs the full array of para-professional accounting duties involved in the processing of payroll and the maintenance of the payroll system; reviews and reconciles payroll reports and prepares journal entries; provides information to departments and employees regarding payroll issues; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Payroll Technician I

The **Payroll Technician I** is the entry level class within the Payroll Technician Series that allows the incumbent to develop journey level knowledge and abilities. Initially, under direct supervision, incumbents are responsible for the City's payroll processing, including records' maintenance and the preparation of payroll reports in accordance with union agreements and City, state and federal rules and regulations. Incumbents exercise some judgment in decision-making in day-to-day payroll operations and may advance to the higher-level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class. This class is distinguished from the Account Clerk series by the performance of duties related to the processing and recording of Citywide payroll.

Payroll Technician II

The **Payroll Technician II** is the full journey level class within the Payroll Technician series. This class is distinguished from the Payroll Technician I by the assignment and performance of the full range of duties requiring the knowledge of all applicable City procedures as well as knowledge of department policies and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED/EXERCISED:

Payroll Technician I

Receives direct supervision from management or mid-management within the Finance and Administrative Services Department. Incumbents in this classification do not routinely exercise supervision.

Payroll Technician II

Receives general supervision from of management or mid-management within the Finance and Administrative Services Department. Incumbents in this classification do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(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 time sheets; prepares paychecks; distributes paychecks and reports to various departments; prepares and files required reporting documents in an accurate and timely manner (including but not limited to quarterly reports and annual reporting of W-2s).
- Demonstrates a full understanding of applicable wage policies, procedures and work methods associated with assigned duties; maintains current knowledge of City, state and federal legislation affecting payroll; understands and implements applicable provisions of MOUs.
- Prepares pay records for posting to the general ledger; reconciles payroll records to the general ledger; prepares payroll journal vouchers; prepares a variety of routine and special reports as necessary; reviews, reconciles, approves, and submits all vouchers for payment of payroll liabilities (may include tracking of COBRA insurance payments and receipts).
- Processes withholdings, deductions, wage garnishments or other special payroll actions, and changes affecting net wages such as exemptions, insurance coverage, and loan payments; submits PERS retirement reports each payroll; prepares payroll tax deposits; complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance; reconciles payroll deductions withheld from employees to actual cost, including union dues, deferred compensation and credit union.
- 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; researches changes to wage and hour ordinances and recommends modifications to the payroll system for compliance purposes; researches and analyzes data regarding salaries and benefits for cost studies.
- May be assigned to perform a variety of accounts receivable and bookkeeping functions on a relief or support basis.
- Maintain confidentiality of payroll and personnel information contained in employee records or discussed with human resources and/or management.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Interfaces with the Human Resources Department to assure proper and timely processing of employee related paperwork.

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement, and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Payroll Technician I

The education and experience that has provided the knowledge, skills and abilities necessary for a Payroll Technician I: Possess the equivalent of three years of increasingly responsible public agency experience in bookkeeping, payroll, accounting, or financial record keeping, and a high school diploma or equivalent.

Payroll Technician II

In addition to the above, at least three additional years of increasingly responsible public agency payroll experience with an Associate of Arts degree with major course work in accounting, business or a related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE, SKILLS AND ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of municipal payroll processing, and payroll records maintenance; federal, state and local wage and hour laws, codes, ordinance, regulations, and labor agreements; basic City budget practices and ordinances relative to financial reporting; CalPERS reporting and procedures; process garnishments; generally accepted accounting principles; characteristics and operations of automated payroll systems; bookkeeping and accounting principles; methods and techniques of automated record keeping and report generation; public relations techniques and procedures; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable financial and statistical software; methods and

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techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Skill to:

Operate standard office equipment including a computer and variety of word processing and software applications; operate automated financial and payroll systems.

Ability to:

Prepare, maintain, process and reconcile a complex municipal payroll; maintain payroll records, reports and files; accurately process a complex payroll on a timely basis; identify errors in records and payroll information and make appropriate changes; maintain confidentiality; interpret, explain and apply applicable laws, codes and regulations governing payroll administration; read, interpret and record data accurately; organize and prioritize work, coordinating several activities and meet critical deadlines; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Salary Range: Refer to Mid-Management/Confidential Salary Schedule
FLSA: Nonexempt
Employee Group: Mid-Management/Confidential