

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PAYROLL SPECIALIST

PERSONNEL APPROVAL: **COMMISSION** **DECEMBER 18, 2019 (REVISED)**
COUNCIL APPROVAL: **OCTOBER 21, 2013**

JOB CODE: **0458**
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
UNIT REPRESENTATION: **MEA**
FLSA STATUS: **NON-EXEMPT**
EEOC CODE: **ADMINISTRATIVE SUPPORT**

DUTIES JOB SUMMARY

Under general direction, performs a variety of difficult, complex, technical accounting work in the preparation and maintenance of an automated payroll system; including, payroll administration, processing, reporting and recordkeeping; regulatory compliance, and implementation of technical accounting principles and procedures; performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Division Supervisor and/or Manager

Supervises: Technicians, part-time staff

DISTINGUISHING CHARACTERISTICS

The Payroll Specialist is an advanced journey-level classification and is distinguished from the Senior Payroll Technician by the performance of a variety of difficult, complex and specialized payroll accounting related tasks. The incumbent is expected to perform a full range of broad and complex duties, and works independently based upon specialized knowledge of payroll accounting functions and practices.

EXAMPLES OF ESSENTIAL DUTIES

- Oversees and participates in the input of bi-weekly payroll processing; reviews payroll generated reports for accuracy; edits and corrects errors and balances payroll postings; generates manual paychecks and processes direct deposits; processes special check runs as needed;
- Evaluates and reviews department data and time records and resolves inconsistencies to ensure conformance with MOU's, policy, regulations, resolutions, California Public Employee Retirement Systems (CalPERS) requirements and state and federal laws;

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- Reconciles payroll and tax withholding records; timely prepares and submits state and federal reports; prepares W-2 forms and reports, processes insurance and other miscellaneous payroll-deductions related to deferred compensation and/or other related employee benefit programs;
- Prepares reports and reconciliations of employment and payroll records; participates in year-end closing as it relates to payroll; prepares and records journal entries for payroll accruals and records;
- Updates salary, benefit, tax and related tables, reports, and schedules; audits payroll procedures to identify and develop system changes; works with Information Services to evaluate and implement system modifications and improvements, tests and implements payroll system updates;
- Interprets FLSA and other payroll-related state and federal tax regulations, and assists management in interpreting and applying regulations regarding FMLA, ADA, Section 125 benefits, CalPERS, Workers' Compensation, Unemployment Insurance and Deferred Compensation programs;
- Prepares, processes and edits insurance and other payments as required to facilitate employment, terminations, retirements, and deferred compensation;
- Develops spreadsheets, worksheets, manuals, policies and procedures for a variety of payroll related practices and activities; develops and coordinates payroll schedules with department timekeepers;
- Responds to data requests for payroll records and information; researches data requests from auditors, vendors and employees; complies with court-issued data and payroll information requests; processes wage garnishments and tax levies;
- Maintains knowledge of the City's timekeeping system, payroll procedures and accounting, relevant legislative changes to rules, regulations and requirements, attends specialized training, workshops, and seminars to maintain currency in payroll tax law and CalPERS system requirements;
- Updates payroll database due to changes in collective bargaining agreements, classifications, salary schedules, salary adjustments, and modifications to wage rates;
- Maintains the integrity of payroll files and the confidentiality of payroll, employment, and benefits information; provides work direction, technical guidance and training to others assisting with the payroll function;

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- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. ~~Management reserves the right to The City, at its discretion, may~~ add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of payroll accounting preparation and reporting; methods and techniques of payroll processing
- Principles and procedures of financial record keeping and reporting
- Federal and State laws related to payroll and tax accounting
- Federal Labor Standards Act (FLSA) and rules related to eligibility and calculation of overtime and compensatory time; CalPERS retirement and deferred compensation
- Automated timekeeping system software, and payroll system software
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications
- Public Safety payroll and timekeeping procedures and practices

Ability to:

- Perform payroll accounting functions; prepare and reconcile journal entries; prepare and reconcile various payroll, accounting and financial records; prepare clear and concise financial reports; apply payroll accounting principles to the maintenance of voluminous payroll transactions; prepare a variety of specialized payroll-related reports and statements

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- Calculate percentages, fractions, decimals and ratios, interpret descriptive statistical reports and/or formulation data; compare, count, differentiate, measure, sort, assemble, copy, record, classify, compute, tabulate and categorize payroll-related data and information
- Analyze data and information using established criteria; utilize and interpret payroll and tax regulations, City policies, memorandums of understanding, state and federal laws and codes, ordinances and resolutions
- Reconcile payroll and related accounts between the City's timekeeping, accounting, and CalPERS automated systems
- Exercise judgment, and decisiveness as required in evaluating information; exercise tact and diplomacy in dealing with sensitive and complex payroll issues; make sound recommendations on payroll-related issues; evaluate alternatives and make appropriate recommendations; discern issues requiring policy determination by superiors
- Establish and maintain effective working relationships with staff and external contacts
- Communicate effectively both orally and in writing
- Maintain confidentiality of employee-related information
- Act as lead over the payroll function; train other payroll staff; participate in the selection and oversight of staff assigned to the payroll function
- Operate modern office equipment, including computer hardware and software; use of a variety of software applications including spreadsheet and database programs; specialized payroll and tax accounting software; electronic data management.

Education: Bachelor's Degree from an accredited college or university in Accounting, Finance, Business, or a related field, including training in payroll, bookkeeping and accounting. Four (4) years of experience processing payroll for the City of Huntington Beach may be substituted for the required degree provided the equivalent combination of years and experience is met, which includes: a high school diploma and equivalent college level coursework or specialized training in accounting, payroll, bookkeeping, financial and statistical recordkeeping or a related field.

Experience: Three (3) years progressively responsible computerized payroll processing experience ~~for~~ in a public-sector agency. Supervisory experience is desirable.

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Certifications/License:

~~A valid California drivers' license and an acceptable driving record are required by time of appointment.~~

~~Fundamental Payroll Certification preferred; Certified Payroll Professional desirable~~

~~A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment. [Fundamental Payroll Certification preferred; Certified Payroll Professional desirable.](#)~~

SPECIAL CONDITIONS

~~[Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program; due to the performance of field duties that may require operation of a City vehicle.](#)~~

~~[Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.](#)~~

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

~~Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.~~

~~Work involves the performance of duties within an office environment that requires the ability to exert a minimal to moderate degree of physical effort. Office work is sedentary to light, involving movement from one area of the office to another; requires the ability to sit for prolonged periods, reach, twist, lean, and lift files (up to 35 lbs.); frequent use of computer keyboard, monitor, mouse and related peripheral equipment. Requires grasping, repetitive hand movement, and fine motor coordination in the use of computer equipment. Near vision required in reading correspondence and statistical data. Acute hearing required while providing telephone service and communicating in person. Reasonable accommodation for an individual with a qualified disability will be considered on a case-by-case basis.~~

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