



CITY OF ALBANY PAYROLL TECHNICIAN

Under direction, performs a variety of complex assignments in the development, maintenance, and processing of City payroll; responds to employee and other inquiries regarding the payroll system and solves complicated and/or sensitive payroll problems; performs general accounting duties including the maintenance or preparation of technical, financial or statistical reports; performs special projects as assigned requiring technical or analytical experience; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned supervisory or management personnel. Exercises no supervision of staff. May exercise technical and function direction and provide training to lower-level staff.

Class Characteristics

The Payroll Technician is a specialized, one-position classification. Incumbents are responsible for performing the full range of technical work in the development, maintenance, and processing of City payroll and in performing general accounting duties. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact. The Payroll Technician is distinguished from the Accounting Technician in that the latter is responsible for performing technical accounting functions related to accounts payable and accounts receivable.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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.

- Performs a variety of complex assignments in the development, maintenance, and processing of City payroll; receives, reviews, enters, audits, and processes payroll data; coordinates and researches payroll discrepancies and makes necessary corrections; ensures adherence to established payroll policies, procedures, rules, and regulations.
- Maintains and updates a variety of payroll information and records.
- Receives and inputs employee time and leave records into the City payroll system, checking for accuracy and needed corrections; monitors vacation, sick leave, compensatory time off, administrative leave, and various other paid leave usage.
- Reconciles and processes payments to payroll vendors, including for benefits, Federal and State taxes, and union dues.
- Processes and submits new employees into the payroll system; processes and prepares pension payroll.
- Reviews and processes payroll adjustments; assists in auditing and reconciling payroll register to ensure proper payment recording and/or accrual of taxes, account numbers, and time off accruals; ensures accuracy and timeliness of reports such as quarterly and yearly tax returns and pension payments.
- Provides information regarding the status of payroll and benefits.
- Provides direction, coordination, guidance, and training for other City staff involved with payroll functions; trains and/or assists departmental co-workers in their respective duties including telephone and counter duties.
- Prepares a variety of technical, financial, and statistical reports, including income taxes and pension plans.

- Ensures payroll data and reporting are in compliance with Federal, State, and local laws, rules, and regulations.
- Serves as a major source of information regarding payroll processing, policies, regulations, and procedures in response to inquiries from City staff and management.
- Performs related duties as assigned.

Knowledge of:

- Principles and practices of payroll preparation, reporting, and maintenance.
- Principles and practices of financial record keeping.
- Policies, procedures, requirements, and methods used in the development and maintenance of payroll systems.
- Applicable laws, rules, and regulations related to public agency payroll records and procedures.
- City personnel policies and functions, including labor contracts and City resolutions.
- Principles and methods of financial and statistical record keeping.
- Principles and practices of the CalPERS Retirement System, including retirement reporting, actuarial reports, and cost sharing.
- Principles and practices of tax reporting; current tax laws and rates.
- Impacts of payroll on general ledger accounts, including payroll liabilities.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Perform a variety of payroll processing duties.
- Calculate payroll and paid time off deductions.
- Maintain financial and statistical records.
- Prepare financial, statistical, and payroll reports.
- Perform complex mathematical computations.
- Use manual and automated accounting and financial systems and procedures.
- Read, understand, and interpret codes, statutes, and information related to the development and maintenance of the City payroll.
- Read and interpret labor contracts and memoranda of understanding as they relate to payroll administration.
- Reconcile discrepancies in payroll and financial records.
- Respond to a variety of questions of an analytical nature.
- Provide technical assistance.
- Work independently and exercise sound judgement.
- Accurately process and account for data with CalPERS and the Department.
- Stay abreast of new Federal and State tax laws and rates implemented.
- Deal tactfully and courteously with City staff and representatives of other Government agencies staff when explaining payroll functions and resolving payroll problems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

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 twelfth grade, and three years responsible work experience in accounts receivable, accounts payable, payroll, or financial reporting, including two years in the public sector and governmental accounting; college level course work in accounting is preferred.

Licenses and Certifications

Valid California Driver's License.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects of light to moderate weight with the use of proper equipment.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.