



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE:** PAYROLL/PERSONNEL ASSISTANT I - III

**DEFINITION:** Under general supervision, prepares payroll and/or personnel documents in a line department.

**REPORTS TO:** Varies

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - Responsible for payroll and personnel duties in a smaller/less complex department; or responsible for payroll or personnel duties in a medium size/complex department.

Grade Level II- Responsible for payroll and personnel duties in a large/more complex department; or responsible for the Personnel function in the Police Department.

Grade Level III- Supervise the payroll and/or personnel function in the largest/most complex departments (Public Works and Police); or act as backup to the Senior Payroll/ Personnel Assistant in the processing of all documents for entry into the Payroll/ Personnel System.

**NOTE:** The complexity of departments' payroll and/or personnel functions is determined by considering the following factors; Number of employees, number of part-time employees, number of work schedules, volume of transactions, and types of holiday schedules.

**EXAMPLES OF DUTIES:**

- Completes Personnel Transaction and Personal Data forms in accordance with established formats;
- Assists employees in the completion of various forms pertaining to insurance programs, retirement system, tax withholding, and other related areas;
- Explains insurance programs to employees and answers routine questions;
- Prepares Personnel Requisitions and support documentation;
- Coordinates interviews for employment, notifies applicants of results;
- Coordinates appointments with the Health Department for physical examinations for new and current employees;
- Prepares Industrial Injury Reports and coordinates Workers' Compensation payments with the City Auditor;
- Checks daily time cards for proper coding and resolves coding problems;
- Enters daily time records on CRT and corrects error messages;
- Reconciles the accrued hours report;

**PAYROLL/PERSONNEL ASSISTANT I – III (continued)**

- Answers employee questions regarding provisions of Salary Resolution, Personnel Ordinance, Personnel Policies and Procedures and the Civil Service Rules and Regulations;
- Answers employee questions regarding the various health, dental and life insurance programs and answers routine questions relating to the retirement program;
- Maintains files relative to assigned duties;
- May supervise subordinate personnel in performing these duties;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

One year of full-time automated payroll/personnel system experience preparing and processing a variety of payroll/personnel forms and/or auditing, inputting, and revising data associated with such a system; or

Experience with the City of Long Beach performing the tasks listed above for a period equivalent to four months full time; or

Experience with the City of Long Beach preparing and processing forms, inputting and revising data associated with a City-wide automated system for a period equivalent to one year full time;

Ability to communicate clearly and effectively both orally and in writing;

Ability to type neatly and accurately and to operate a ten-key adding machine or equivalent;

Some positions may require overtime, weekend and/or holiday hours.

**HISTORY:**

Revised 06/16/81, 08/19/88, Incorporated portions of Personnel Assistant I, 07/14/79.

Approval/Adoption Dates: 08/19/88 - Human Resources Department  
08/31/88 - Civil Service Commission