



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: PAYROLL SPECIALIST I - II

DEFINITION: Under general supervision, processes City Payroll/Personnel System documents and performs technical and paraprofessional duties related to Central Payroll functions.

REPORTS TO: Senior Accountant

DISTINGUISHING CHARACTERISTICS:

Grade Level I - performs the duties of the classification.

Grade Level II - performs the most complex duties of the classification, is responsible for payroll tax reporting, training, general operation of Central Payroll, and may also provide supervision of the operation.

EXAMPLES OF DUTIES:

- Prepares and submits various government and pension reports and filings;
- Interprets payroll policies and procedures;
- Provides information on Personnel Policies and Procedures, Personnel Ordinance, Salary Resolution, and Civil Service Rules and Regulations;
- Reviews, prepares, monitors and/or inputs payroll documents;
- Interfaces with City departments;
- Analyzes and verifies reports generated by the payroll/personnel system;
- Maintains and processes payroll related payments;
- Maintains, prepares, verifies, and corrects deferred compensation program reports and related documents;
- Provides technical assistance to City departments;
- Balances and reconciles City payroll and W-2 reporting;
- Calculates and prepares manual payroll checks;
- Calculates Workers' Compensation Restorations as required;
- Prepares responses to subpoenas relating to payroll data;
- Maintains files;
- May train other Payroll Specialists, Payroll/Personnel Assistants and payroll related staff;
- May supervise staff assigned to the payroll section;
- May develop, revise, and implement operating manuals and procedures related to the payroll system;
- May develop and maintain reports;
- May maintain and update table entries in the payroll system;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Three years of full-time experience working with a complex automated payroll or financial system or, two years experience using the City of Long Beach payroll/personnel system;
Ability to understand and apply the Personnel Ordinance, Salary Resolution, Civil Service Rules and Regulations, and payroll/personnel policies and procedures;
Ability to develop procedures for processing payroll tasks;
Ability to perform statistical typing and make complex mathematical calculations and reconciliation's;
Ability to use Microsoft Office software and possess knowledge of other software products;
Ability to analyze tax laws related to payroll and deferred compensation;
Ability to communicate effectively both orally and in writing;
Ability to work cooperatively;
Ability to deal tactfully with the public and other City entities.

HISTORY:

Established: 07/01/88
Revised: 08/09/91
Civil Service Commission approval: 08/16/91
Grade Level II established: 08/09/91 (Payroll Supervisor deleted)

Approval/Adoption Dates:
Revised 07/02
07/12/02 - Human Resources Department
07/24/02 - Civil Service Commission