



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: SENIOR PAYROLL/PERSONNEL ASSISTANT

DEFINITION: Under supervision, oversees the processing of documents for the input of data into the Payroll/Personnel system and performs technical and paraprofessional duties in various departments and activities of the Civil Service and Personnel departments.

EXAMPLES OF DUTIES:

- Interprets personnel policies and procedures regarding specific payroll/personnel problems for City departments;
- Assists departments with coding and format problems related to the Payroll/Personnel system;
- Prepares and revises the Payroll/Personnel Procedures Manual;
- Trains Payroll/Personnel Assistants and others responsible for the Payroll/Personnel function;
- Analyzes and edits all documents processed by the Payroll/Personnel system to ensure adherence to policy and format;
- Analyzes Payroll/Personnel system-generated reports for utility and assists Information Services Division staff in developing special reports as required;
- May be responsible for Civil Service certification and monitoring processes;
- May conduct and respond to surveys;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Three years of full-time paid experience in the preparation of documents for entry of data into an automated payroll/personnel system, one year of which must have been in supervising the work of others, or one year of full-time paid experience supervision or reviewing and editing the work of others in the preparation of documents for entry of data into the City of Long Beach Payroll/ Personnel system. The skill to interpret and apply Personnel Ordinance, Salary Resolution, Civil Service Rules and Regulations, Payroll/Personnel Procedures, and Personnel Policies and Procedures from information provided. The skill to (1) operate a VDT, (2) perform statistical typing accurately, and (3) effectively communicate with others both orally and in writing.

HISTORY:

Deletion of Grade Levels I & II effective 07/01/86 and revision of Classification Specification dated 06/16/81. Title change, deletion of Grade Level I and revision of Personnel Assistant Classification Specification dated 07/14/79.

Approval/Adoption Dates: 09/29/86 - Human Resources Department
10/01/86 - Civil Service Commission