



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: PAYROLL SPECIALIST I – II

DEFINITION: Under general supervision, performs increasingly complex and specialized technical and quasi-administrative duties requiring a high degree of analysis, individual judgment and confidentiality in the administration of payroll and payroll-related activities.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Under general supervision, performs the duties of the classification.

Grade Level II - Under general direction, independently performs the most complex duties of the classification. Grade II requires Payroll Professional Certification (CPP) and three years of experience in payroll processing.

EXAMPLES OF DUTIES:

- Maintains knowledge of and responsibility for a variety of areas, including but not limited to payroll, employee retirement, workers compensation, deferred compensation, tax reporting, general ledger, and labor laws;
- Interprets and evaluates complex written information such as legal regulations, City policies, and labor contract provisions for payroll compliance requirements;
- Ensures that payroll functions are carried out accurately and in a timely manner in accordance with legal requirements and sound financial management principles and practices;
- Performs complex mathematical calculations and reconciliations related to employee retirement, general ledger, taxes, payroll reports, workers compensation, and other areas;
- Prepares a variety of payroll-related documents, transactions, and reports in keeping with complex requirements;
- Coordinates the transfer of funds for direct deposit, payroll taxes and employee deductions, etc.;
- Analyzes payroll reports and ensures payroll checks are calculated in accordance with all applicable requirements;
- Acquires and applies in-depth knowledge of complex payroll and related system functions;
- Assists in the planning, definition, implementation and testing of payroll and related systems;
- Develops and implements payroll system procedures and operating manuals;
- Evaluates current payroll process policies/procedures, and recommends and implements improved systems, through analysis and collaboration with others;
- Communicates effectively orally and in writing with City employees, supervisory staff, and regulatory agencies on matters regarding payroll transactions and processes;
- Serves as a key resource for City staff with questions concerning payroll and related personnel policies, ordinances, resolutions, rules and procedures;
- Trains other Payroll Specialists, Payroll/Personnel Assistants and/or payroll related staff, and may supervise staff assigned to the payroll section;
- Ensures proper maintenance of payroll records;



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- Maintains confidentiality of payroll and all other sensitive information;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- Fundamental Payroll Certification (FPC) or Payroll Professional Certification (CPP);
- One year of full-time experience in payroll processing;
- Ability to interpret and apply the Personnel Ordinance, Salary Resolution, Civil Service Rules and Regulations, CalPERS rules and regulations, payroll/personnel policies and procedures, and legal regulations;
- Ability to develop procedures for processing payroll tasks;
- Ability to make complex mathematical calculations and reconciliations;
- Ability to effectively use Microsoft Office software and possess knowledge of standard computer and office products;
- Ability to communicate effectively both orally and in writing;
- Ability to work cooperatively;
- Ability to deal tactfully with the public and other City entities;
- Ability to maintain proficiency in payroll competency and maintain a FPC or CPP certification.

DESIRABLE QUALIFICATIONS:

- Payroll Professional Certification (CPP) is desirable, and is required for Grade Level II.

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
- Revised:
- 12/02/14 – Human Resources Department
- 04/15/14 – Civil Service Commission