



## **PAYROLL TECHNICIAN I/II**

### **DEFINITION**

Under close and general supervision, performs a variety of clerical and technical payroll and administrative duties related to reviewing, processing, and auditing of the City's payroll, personnel action forms/documents, and the maintenance of the payroll system; reviews and reconciles a variety of payroll reports; assists employees with questions and concerns related to payroll; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives close or general supervision from assigned supervisory or management staff and may provide technical direction to lower-level staff.

### **CLASS CHARACTERISTICS**

***Payroll Technician I:*** This is the entry-level technical classification in the Payroll Technician class series. Initially under close supervision, incumbents learn and perform routine clerical and technical payroll and administrative duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates the skill to perform the work independently. Positions at this level usually perform most of the duties required of journey-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

***Payroll Technician II:*** This is a fully qualified journey-level classification. Under general supervision, positions at this level are distinguished from the entry-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Payroll Technician class series are flexibly staffed. Incumbents may advance to the higher-level class after gaining the knowledge, abilities, experience, and any required licenses and certifications which meet the qualifications for and demonstrate the ability to perform the work of the higher-level class.

This class is distinguished from the Senior Payroll Administrator in that the latter performs complex and specialized payroll and accounting duties related to the processing of the City's payroll and

maintenance of the payroll system, exercises a higher degree of independent judgment and decision making, and may supervise assigned staff.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Performs clerical and technical payroll and personnel transactions, and office support work; assists with special projects as assigned.
- Maintains the payroll system and employee pay records by processing a variety of personnel actions, such as new hires, employee separations, merit increases, special pays, promotions, transfers, state disability insurance, employment verification, pension, etc.; reviews personnel actions for accuracy, completeness, and compliance with applicable rules and memoranda of understanding.
- Reviews employee timesheets for completeness and accuracy; verifies and reviews payroll forms and reports for completeness and conformance with established regulations and procedures; applies City policies and procedures in determining completeness of forms, records, and files.
- Processes withholdings, deductions, wage garnishments, or other special payroll actions and changes affecting net wages such as exemptions and insurance coverage.
- Enters and retrieves data from online or personal computer programs and uses such technology to produce payroll reports and post and maintain payroll-related employee data.
- Integrates various payments from State Disability Insurance, Workers' Compensation, and Paid Family Leave into employees' pay and monitors leave levels.
- Prepares, reconciles, and submits payments to providers for employee benefits and deductions.
- Assists in developing and maintaining payroll processing procedures and provides information and instruction to personnel regarding procedures and methods involved in processing payroll.
- Receives and responds to inquiries from employees; assists employees with payroll questions and requests and assists employees with the completion of payroll-related forms; and explains various laws, regulations, and policies affecting department procedures.
- Works directly with Human Resources staff to solve problems and implement payroll changes.
- Performs a variety of general administrative work, such as establishing and maintaining files, preparing reports and correspondence, copying and filing documents, and proofreading and checking material for accuracy, completeness, and compliance with departmental policies and regulations.
- May initiate or process invoices and accounts payable documents to generate payments; receive, process, and deposit benefits-related payments.
- Attends various meetings and trainings as required or appropriate.
- Performs related duties as assigned.

## **QUALIFICATIONS**

*Some knowledge and abilities may be gained by employees at the entry-level while in a learning capacity.*

### **Knowledge of:**

- Terminology, principles, and practices of payroll processing and personnel recordkeeping.
- Applicable laws, codes, regulations, and MOUs governing payroll, retirement, fringe benefits, tax codes, requirements, and general policies and procedures.
- Principles and practices of auditing and reconciling a variety of payroll documents and records.
- Research and report preparation techniques related to a wide variety of payroll programs and projects.
- Financial and statistical recordkeeping, report preparation, and filing systems and methods.
- Basic auditing principles and practices.
- Business arithmetic, including accounting, financial, and statistical calculations.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Perform technical personnel transactions and payroll related duties.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- Perform detailed and accurate review of personnel and payroll transactions.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Conduct complex research.
- Make accurate mathematical, financial, and statistical calculations.
- Prepare clear and concise reports, correspondence, procedures, and other written material.
- Utilize discretion in the handling and disclosure of confidential information.
- Maintain accurate files and records.
- Effectively represent the department and the City in meetings with governmental agencies; various business, professional, and regulatory organizations; and in meetings with individuals.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience**

*A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.*

#### ***Payroll Technician I:***

Equivalent to graduation from high school supplemented by 24 college-level semester units in business administration, accounting, human resources, or a closely related field;

**AND**

Two (2) years of increasingly responsible clerical experience maintaining payroll systems, processing payroll, processing personnel transactions, or interpreting or explaining payroll or personnel transaction rules.

#### ***Payroll Technician II:***

Equivalent to graduation from high school supplemented by 24 college-level semester units in business administration, accounting, human resources, or a closely related field;

**AND**

Two (2) years of experience performing varied technical payroll duties at a level equivalent to the City's classification of Payroll Technician I.

### **Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed material and a computer screen; hearing and

speech to communicate in person, before groups, and over the telephone; finger dexterity to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator, and to operate standard office equipment; ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift and carry computer and other equipment, reports, and records that typically weigh less than 20 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

#### **ENVIRONMENTAL CONDITIONS**

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

***Emergency Service Workers:*** All City of Rocklin employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.*

Adopted	August 2021
Revised	
FLSA	Non-Exempt
Salary Schedule	I-level: Confidential/Range 17 II-level: Confidential/Range 20