

DEPARTMENT PAYROLL SPECIALIST**DEFINITION**

Under general supervision, performs specialized clerical work of above-average difficulty and complexity preparing and maintaining department personnel and payroll records; and does related or other work as required in accordance with Rule 3, Section 3, of the Civil Service Rules.

CLASS CHARACTERISTICS

Incumbents in this class prepare and maintain payroll and personnel records for a large department that requires an in-depth understanding of a complex payroll system and utilizes well-established and standardized procedures that requires knowledge that is program or process specific. Employees may perform other complex clerical work; however the primary duties are specific to payroll processing and personnel records.

TYPICAL DUTIES

1. Gathers, prepares, and maintains information for personnel and payroll files, records, and reports as assigned; reviews time cards, time off requests, overtime slips, and other payroll forms for accuracy, completeness, and conformance to department and County policies; makes corrections or adjustments as necessary; computes and posts complex time and leave accruals to payroll certifications and accrual records; prepares and posts payroll action documents for a wide variety of actions; reconciles payroll certification records with employee accrual sheets; codes and enters information for cost accounting records.
2. Provides specialized and complex information pertaining to payroll or personnel records-related information to supervisors and managers; researches difficult and complex payroll/personnel issues; completes complex forms for the purpose of documenting payroll and/or personnel records-related information; searches for, receives, and explains complex rules, regulations, policies, procedures, and technical office operations; interprets and applies external laws, regulations, ordinances, and policies as they relate to clerical/technical/financial functions; may issue complex payroll or personnel documents; provides customer service in a calm, helpful, and effective manner.
3. Gathers, processes, and maintains specialized and complex information related to assigned departmental operations; asks in-depth questions of others; identifies customer needs and seeks to match those needs with services; codes, files, and retrieves documents and records using various alphabetical, numerical, coded, and computerized filing systems.
4. Researches, compiles, maintains, and processes statistical, financial, and/or other numerical data to support specialized office payroll/personnel functions; coordinates and/or performs routine work related to personnel, budgetary, and/or other administrative functions; applies advanced knowledge of technical program requirements; enters data into worksheets; prepares reports, reviewing and verifying for completeness, accuracy, and appropriateness as assigned; may develop and maintain spreadsheets and databases, either by hand or computer; maintains data and develops reports for budget purposes.

5. Prepares a variety of difficult reports and documents requiring advanced knowledge of specialized subject matter; reviews complex records to identify needed information; applies complex codes and requirements for a variety of purposes.
6. May perform clerical duties for various staff including supervisors and/or professional staff; may train or review the work of others; may serve as a lead worker over a small group of clerical staff.

MINIMUM QUALIFICATIONS

EITHER PATTERN I

Experience: One year of work at a level equal to or higher than Senior Office Assistant in San Joaquin County service. Some automated payroll experience is desirable.

OR PATTERN II

Experience: Three years of general clerical, secretarial, and/or office technical work, including at least one year functioning at a full-journey level. Some automated payroll experience is desirable.

Substitutions: a) One year of business training in an approved vocational training program may substitute for one year of the above-required experience; or b) Completion of 30 semester/45 quarter credit units at an accredited college or university may substitute for one year of the above-required experience.

AND

Certificates: If required by the nature of the assignment: 1) possession of an acceptable typing/keyboarding or other certification of ability to input data at the rate of 45 words per minute; and/or 2) possession of an acceptable proficiency certificate in one or more computer software programs.

Special Requirement: Most positions require the ability to use computers and/or word processing equipment. If required by the nature of the assignment, demonstrated general or software-specific computer proficiency may be required prior to appointment.

Knowledge of: Modern office procedures, practices, and equipment including computers and applicable software applications such as spreadsheets, databases, and electronic data processing systems; standard clerical accounting methods and practices including payroll principles and practices; principles of planning and organizing work; methods of researching, gathering, organizing, and reporting data; public relations techniques; advanced interviewing techniques; advanced filing and record keeping systems; complex correspondence and report formats; arithmetical operations related to advanced clerical/technical/financial processes; basic principles of training and supervision; advanced cash handling procedures.

Ability to: Research, interpret, and apply complex laws/regulations, program policies/procedures, and third-party rules/requirements related to specialized clerical activities; evaluate and establish priorities; gather, organize, input, and maintain complex information, including financial or program-specific data; provide/obtain detailed information to/from others, even in difficult situations; utilize advanced office procedures; operate office equipment

including computers and supporting word processing, spreadsheet, and database applications; follow complex oral and written procedures and directions; establish and maintain effective working relationships with others; communicate effectively with others; write clearly and legibly; perform advanced arithmetical operations; lead or supervise others.

Physical/Mental Requirements: **Mobility** – frequent operation of a data entry device, and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, and climbing stairs. **Lifting** – frequently 5 lbs or less; occasionally 5 to 30 lbs. **Visual** – constant use of overall vision and reading/close-up work; frequent need for color perception, eye/hand coordination, and field of vision. **Dexterity** – frequent holding, reaching, grasping, repetitive motion, and writing. **Hearing/Talking** – frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone. **Emotional/Psychological Factors** – frequent decision making, concentration, and working alone; occasional to frequent public/customer contact. **Special Requirements** – some assignments may require occasional working weekends, nights, and/or occasional overtime. **Environmental Conditions** – occasional exposure to noise, dust, poor ventilation, and varied weather conditions.

Adopted: 8/9/06