

COUNTY OF SOLANO
CLASS SPECIFICATION

PAYROLL OFFICER

Effective Date: 09/11/2013

CLASS SUMMARY:

Under general supervision, plans, organizes and supervises County payroll operations; implements and coordinates internal and County-wide payroll activities to provide timely and accurate payment of salaries and benefits to employees of the County and special districts; maintains, improves, and modifies the payroll system; and serves as a member of the department's management/supervisory team.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Chief Deputy Auditor-Controller** class which works under administrative direction managing a large organizational unit;
- **Accounting Technician** class which performs advanced bookkeeping and statistical reporting and recording activities and/or leads the work of a unit performing these tasks.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general supervision from the Chief Deputy Auditor-Controller or other executive management position.
- Exercises supervision over assigned technical and clerical staff.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Plans, organizes, and supervises internal and County-wide payroll operations; establishes and maintains goals and objectives; recommends, reviews and maintains the division budget.
- Performs supervisory duties over Accounting Technicians and Accounting Clerks such as:
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - establishing standards for acceptable work products and evaluating performance;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - proposing disciplinary actions;
 - interviewing applicants and making [OR recommending] selections;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring employees are properly trained and are scheduled for or have received required training or needed formal training;

- providing instruction and/or guidance to employees in handling difficult or complex work problems;
- reviewing and approving timesheets and requests for leave; and
- communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.
- Maintains payroll system to ensure accurate production of payroll checks, advices, and reports; ensures that payroll information is updated; provides input to computer systems staff for implementation of changes to earnings, deductions, and benefit programs.
- Identifies and implements new payroll system functionalities; reviews and identifies effects of changes on processes; assists in developing project plan and timeline; acts as an information source for Information Technology staff and key users to implement changes; verifies system functionality by testing; implements proposed processes; coordinates training of end users.
- Coordinates and implements system upgrades and updates; reviews and identifies effects of changes on internal and County-wide payroll processes; provides input for development of payroll interfaces and reports; troubleshoots payroll system problems; implements changes.
- Interfaces with representatives of other departments to establish, modify and/or correct errors in manual and automated payroll/personnel systems and/or the interpretation of documents governing payroll issues.
- May be assigned additional supervisory and/or routine administrative responsibilities; attends and participates in various managerial and staff meetings; receives and responds to payroll related problems and issues from management and other departments; attends workshops and seminars.
- Performs other duties of a similar nature or level as assigned.

EDUCATION, TRAINING, AND/OR EXPERIENCE:

Experience: Four (4) years of experience in payroll accounting, which includes two (2) years of lead or supervisory experience.

Education Substitution: An Associate's degree or higher from an accredited college with a major in Accounting, Finance, Economics, Business Administration, or a closely related field may substitute for two years of payroll experience but will not substitute for the two (2) years of the required lead or supervisory experience.

LICENSING/CERTIFICATION REQUIREMENTS:

There are no licensing, certification or registration requirements.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Laws, policies, regulations and procedures governing the local government payroll processes.
- Payroll tax and deduction regulations and practices.

- Generally accepted accounting standards and principles associated with payroll services.
- Automated payroll systems.
- Supervisory practices and techniques.

Skill to:

- Utilize basic office equipment.

Ability to:

- Supervise the work of others engaged in providing payroll services; effectively delegate responsibility and authority to others; determine and evaluate levels of achievement and performance; secure cooperation and teamwork among professional and/or support staff.
- Interact with others to identify and solve County-wide payroll related problems and to improve payroll services.
- Understand, interpret and explain laws, regulations, and policies governing payroll program operations.
- Communicate effectively both verbally and in writing; demonstrate tact and diplomacy.
- Use an electronic accounting system.
- Read, understand, and interpret computer printouts containing payroll data.
- Project consequences of decisions.
- Understand and communicate goals and objectives of the section and the department.
- Establish and maintain cooperative working relationships.
- Collect and analyze data to establish/identify needs and evaluate program effectiveness; understand program objectives in relation to departmental goals and procedures; prepare narrative and statistical reports.
- Comply with laws, regulations, and professional practices governing payroll program services and operations.
- Understand and analyze expenditure reports.
- Maintain accurate records and document actions taken.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference materials.
- Interpret administrative directions and operational policies and procedure.
- Maintain confidentiality of information.

PHYSICAL REQUIREMENTS:

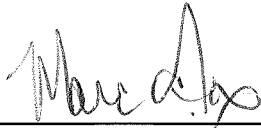
- **Mobility and Dexterity:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.
- **Vision:** Some tasks require visual perception and discrimination. Work may include near vision for extended periods of time.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction. Some tasks require oral communications ability.

WORKING CONDITIONS:

- Tasks are performed in an office environment with no risk of exposure to adverse environmental conditions.

OTHER REQUIREMENTS:

- Hours of Work: Incumbents may be required to work outside normal business hours.



Marc A. Fox, Director of Human Resources

Revised Date: September 11, 2013

BOS Date: June 30, 2003