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34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## **PAYROLL TECHNICIAN**

### **DEFINITION**

This is a professional level position in the Administrative Services Department. Under the general supervision of the Supervising Accountant or designee. The incumbent in this classification performs technical and highly detailed tasks related to payroll and benefits processing.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the Finance Specialist series due to the level of technical knowledge required; the incumbent holding this position must possess a Certified Payroll Professional Certificate or be currently undertaking a program to obtain certification.

### **EXAMPLES OF DUTIES**

The essential duties of this classification may include, but are not limited to, the following duties and are subject to change based on operational necessity:

- Assist Administrative Assistants or other personnel in processing the bi-weekly payroll and special payrolls as required;
- Audit payroll data submitted: review for accuracy, resolve discrepancies, and reconcile data to generate payment to employees and vendors;
- Interprets and applies official requests related to garnishments of wages, including salary intercepts requested by the IRS or Franchise Tax Board;
- Interprets and implements Memorandum of Understanding for each bargaining unit;
- Interprets and implements changes related to the Public Employees Retirement System (PERS);
- Reconciles and ensures timely deposit of bi-weekly payroll tax deposits of federal and state income taxes and Medicare taxes;
- Reconciliation of the bi-weekly PERS report and associated payment to PERS;
- Reconciliation of health-care invoices and payment of same;
- Reconcile/audit account activity in the Payroll Fund and other accounts, as assigned;
- Process retiree medical insurance reimbursements for ACH deposit or check issuance;
- Answer questions regarding pay, benefits and leave;
- Reconciles payroll and tax records in preparation of issuance of year-end W-2s;
- Issues W-2s in a timely manner;
- Serve as timekeeper during disaster response incidents;
- Performs other duties as required or assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

Practices, methods and procedures used in automated accounting, auditing and financial record keeping; principles and practices of payroll preparation and management; City policies and procedures related to payroll, time reporting and benefit plans; Federal, State and local laws and regulations associated with payroll and benefit payments/reporting. Complex financial reporting systems: the payroll system used is customized to meet the City's unique payroll and benefit needs. Knowledge of and the ability to create complex formulas used to calculate pay, retirement, leave accruals and other benefits is essential.

### **Ability To:**

- Work under general supervision;
- Organize own work, set priorities and meet critical deadlines;
- Work in a high pressure environment;
- Review, understand and apply complex Federal, State and local laws, regulations, policies and procedures related to payroll and retirement;
- Research regulations, procedures and technical reference materials;
- Maintain confidentiality;
- Exercise sound judgement;
- Communicate effectively, both orally and in writing, to interpret and explain personnel and payroll matters;
- Work courteously with various levels of City employees;
- Follow oral and written directions;
- Use appropriate office and computer equipment and applications;
- Meet the physical demands of the job.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee will use computer keyboards for extended periods of time. Specific vision abilities required by this job include use of computer monitor(s) and close vision, and ability to adjust focus. The employee is occasionally required to walk. The employee must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

## **EXPERIENCE/ LICENSE**

Any combination of education, training and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Minimum equivalent of completion of two years of college with major course work in accounting, bookkeeping or a related field; five years responsible payroll record keeping experience, preferably with a governmental agency; completion of a course of study that results in obtaining a Certified Payroll Professional Certificate.