

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Payroll Technician (Confidential)	Job Family: 2
General Classification: Professional	Job Grade: 18

Definition: To perform a variety of specialized and complex technical accounting duties related to the preparation and maintenance of the City's payroll; facilitate accurate processing of Citywide payroll, ensure online timecards are correct and accurately interface into the payroll module of the City's financial system, review and reconcile health benefit payments to ensure accuracy, and upload and file transfer information to various benefit vendors.

Distinguishing Characteristics: This is a paraprofessional and confidential position with technical and specialized responsibilities in various activities in the Payroll Section. This classification performs a variety of pay- and benefit-related assignments and requires considerable use of analytical ability and requires the incumbent to exercise a reasonable degree of independent judgment. Requires specialized knowledge of Citywide and personnel-related policies, procedures, and practices as well as understanding of applicable Federal and State laws and regulations, including CalPERS. All responsibilities and duties must be performed in a confidential, accurate, and tactful manner utilizing good judgment.

This position receives immediate supervision from the Senior Payroll Accountant. May receive technical or functional supervision from Payroll Accountant I/II.

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

1. Prepare and process the full-cycle biweekly payroll.
2. Review system-generated FLSA overtime payments, various payroll deductions and fringe benefit calculations, and make necessary adjustments.
3. Perform complex retroactive pay calculations and apply adjustments.
4. Run trial payroll, review for accuracy, and make necessary corrections as needed.
5. Analyze various payroll reports for errors and reconcile any discrepancies.
6. Prepare and report pensionable compensation to CalPERS.
7. Prepare and file employer's Federal and State quarterly tax returns.

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8. Interpret rules and regulations, policies and procedures, or other documents, and apply such interpretation in the performance of assigned responsibilities.
9. Apply understanding of the City's Memorandums of Understanding (MOUs) and collaborate with Human Resources staff for clarification and/or interpretation as appropriate.
10. Provide customer service and technical assistance and respond to requests for information from employees, Payroll staff, Human Resources staff, and/or Finance and Administrative Services Department management staff over the phone, in person, and via e-mail regarding a variety of timecard and payroll-related issues.
11. Coordinate with the Human Resources staff to verify accurate employee pay and/or benefit information in preparing an accurate and timely payroll; ensure accurate payroll information for new hires, merit and salary increases, promotions, transfers, separations, specialty pays, and paid/unpaid leaves of absence.
12. May act as the administrator for the City's timecard online software, update system information, and run reports as needed to ensure accurate and timely timecard records.
13. Perform reconciliation of health benefit billings and communicate findings to the Human Resources Department.
14. Assist in maintaining retiree health/COBRA database and in processing monthly retiree health/COBRA health bills.
15. Prepare reports, data compilations, and letters as needed in the performance of assigned responsibilities.
16. Build and maintain positive working relationships with employees and Human Resources by using principles of exceptional customer service.
17. Perform related duties as assigned.

Minimum Qualifications

Knowledge of: Generally accepted accounting principles as they apply to governmental accounting and payroll; Federal, State, and City rules, regulations, and laws governing pay, application of tax, and CalPERS reporting; basic data

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processing and systems operation; modern computer software; modern office procedures, methods, and computer equipment, including Microsoft Office applications, financial software, timecard software, and other applications (e.g., Telestaff.)

Ability to: Process information and data; review, analyze, and make recommendations to ensure accurate and timely payroll; recognize program needs and develop recommendations to implement more efficient systems and procedures; read, analyze, and interpret information such as rules, laws, and procedures and apply effectively; perform complex and detailed technical work, including accurate arithmetic calculations with considerable independence; accurately and thoroughly complete assignments under the pressure of tight deadlines while effectively handling several assignments at once; work independently with minimal supervision; prioritize assignments; develop and maintain accurate record-keeping systems; maintain confidentiality; use good judgment in dealing with sensitive issues; fill in for the Payroll Accountant to respond to immediate Payroll needs in the absence of the Payroll Accountant; communicate effectively both orally and in writing; establish and maintain effective and collaborative working relationships with those contacted in the course of work; provide exceptional customer service; operate a personal computer using Microsoft Office applications, financial software, and database applications.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Training and experience equivalent to the completion of an associate of arts degree and two years of technical payroll processing experience. A bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a related field may substitute for one year of the required experience. Experience with a public-sector agency is highly desirable.

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Required Licenses or Certificates: Individuals must be physically capable of operating a motor vehicle safely and possess a valid Class C, California Driver License. Possession of Certified Payroll Professional (CPP) is highly desirable.

Established: March 2021

Revised:

HRD/CLASS SPECS

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